

# Weigel Auditorium — Production Needs Sheet

For faculty and guest artist recitals, student ensembles, etc. *Not student recitals.*

Email this form to the [Production Manager](#) no later than **ONE MONTH** before the event.

Title of reservation/event \_\_\_\_\_

e.g. Jane Smith, guest artist recital; Jazz Ensemble concert; etc.

Event date \_\_\_\_\_ Event time \_\_\_\_\_

Person responsible for the event \_\_\_\_\_

Phone \_\_\_\_\_ – \_\_\_\_\_ Email \_\_\_\_\_

Rehearsal #1, if applicable \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_ a.m. / p.m.

Rehearsal #2, if applicable \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_ a.m. / p.m.

## Stage Needs — Indicate required items and quantity.

Mark placement of items on the stage diagram on the next page.

### Piano

- Grand Piano
- Harpsichord \*

### Piano Lid

- Closed
- 1/2 stick
- Block
- Full stick

### Music Stands

- on stage – # \_\_\_\_\_
- other – # \_\_\_\_\_

### Podium

- Conductor
- Lectern

### Tables

- on stage – # \_\_\_\_\_
- other – # \_\_\_\_\_

### Chairs

- for musicians – # \_\_\_\_\_
- for onstage audience – # \_\_\_\_\_
- for page turner – # \_\_\_\_\_

Banners  All up  All down  Alternating

\* If using the harpsichord, contact Mitch Staples at [staples.13@osu.edu](mailto:staples.13@osu.edu) to arrange for tuning.

## Audio • Lighting • Video Requests — Check the box in front of all requested items.

- Wireless microphone (2 max)
- Video or Computer projection
- Extension cords (25 ft.) – # \_\_\_\_\_
- Power Strip - # \_\_\_\_\_
- Jazz Combo audio setup \*

\* Those needing a Jazz Combo audio setup must contact Tim Donel prior to submitting this form.

List all additional equipment you will be providing (e.g. laptop, audio interface, etc.). The production manager **must approve** additional audio, video and lighting requests. Email [donel.1@osu.edu](mailto:donel.1@osu.edu) or call 614-247-8601.

### Lighting

- Solo
- Small group
- Full stage

### Brightness

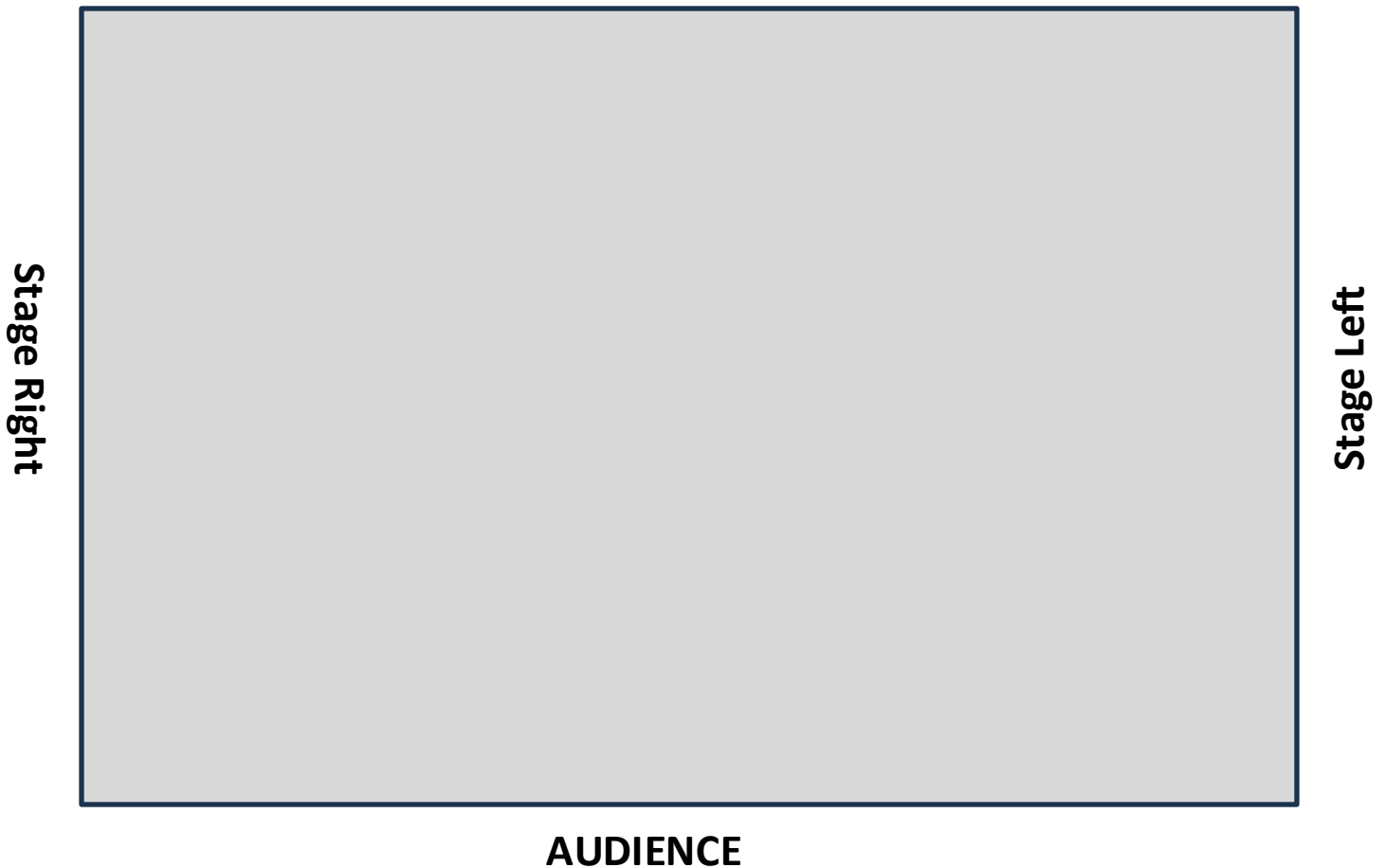
- 50%
- 75%
- 100%

Continued...

## Weigel Auditorium — Crew Needs *continued...*

### Stage Diagram

Draw simple diagrams of all stage sets in performance order below or on separate sheets. You can either print and draw or use the Adobe drawing tools to draw directly on this form.



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### Livestream services for Weigel Auditorium

**Faculty and ensemble performances will be streamed live unless you decline the service below.** Be aware that if the performance is not livestreamed, it is also not video recorded.

The stream will be posted to the School of Music YouTube Channel.

**Guest recitals ARE NOT recorded or livestreamed.**

#### Permission to Livestream Recital

I GRANT  I DO NOT GRANT permission to livestream this performance in Weigel Auditorium and to post it on the School of Music YouTube channel.