

Hughes Hall Auditorium - Crew Needs Sheet

This form must be submitted to Recital Scheduling Staff no later than three weeks prior to your recital date.

Title of Reservation: _____
i.e. Jane Smith, BA Voice Recital

Date & Time: _____

Contact Person: _____ Faculty Adviser: _____

Contact Phone: _____ Contact Email: _____

Dress Rehearsal #1 Date & Time: _____

Dress Rehearsal #2 Date & Time (if applicable): _____

Weigel Marquee: Print text below. Graduate Students, Faculty, Guests, and Ensembles (UG recitals not posted)

Stage Needs

Please check the box in front of all requested items. Indicate the number of requested items, if applicable, and **mark placement of items on diagram on the following page.**

Piano

- Grand Piano
- Harpsichord*

Piano Lid

- Closed
- Block
- ½ Stick
- Full Stick

Music Stands

- onstage, # _____
- other, # _____

Risers

- choral (*small, step-style*), # _____
- platforms (4'x8'x12"), # _____

Podium

- Conductor
- Lectern

Tables

- onstage, # _____
- other, # _____

Chairs

- for musicians, # _____
- for onstage audience, # _____
- for page turner, # _____

*If using the harpsichord, contact Mitch Staples (staples.13@osu.edu) to arrange tuning

Audio, Lighting, & Video Requests

Please check the box in front of all requested items, leave other spaces blank. The Production Manager, Tim Donel, must approve additional audio, video, and lighting requests. He can be reached at donel.1@osu.edu or 614-247-8601.

- CD Player
- Wireless Microphones (2 max)
- Jazz Combo Audio Setup*
- Extension Cords (25ft), # _____
- Power Strip, # _____
- Video or Computer Projection

Lighting

- solo
- small group
- full stage

Brightness

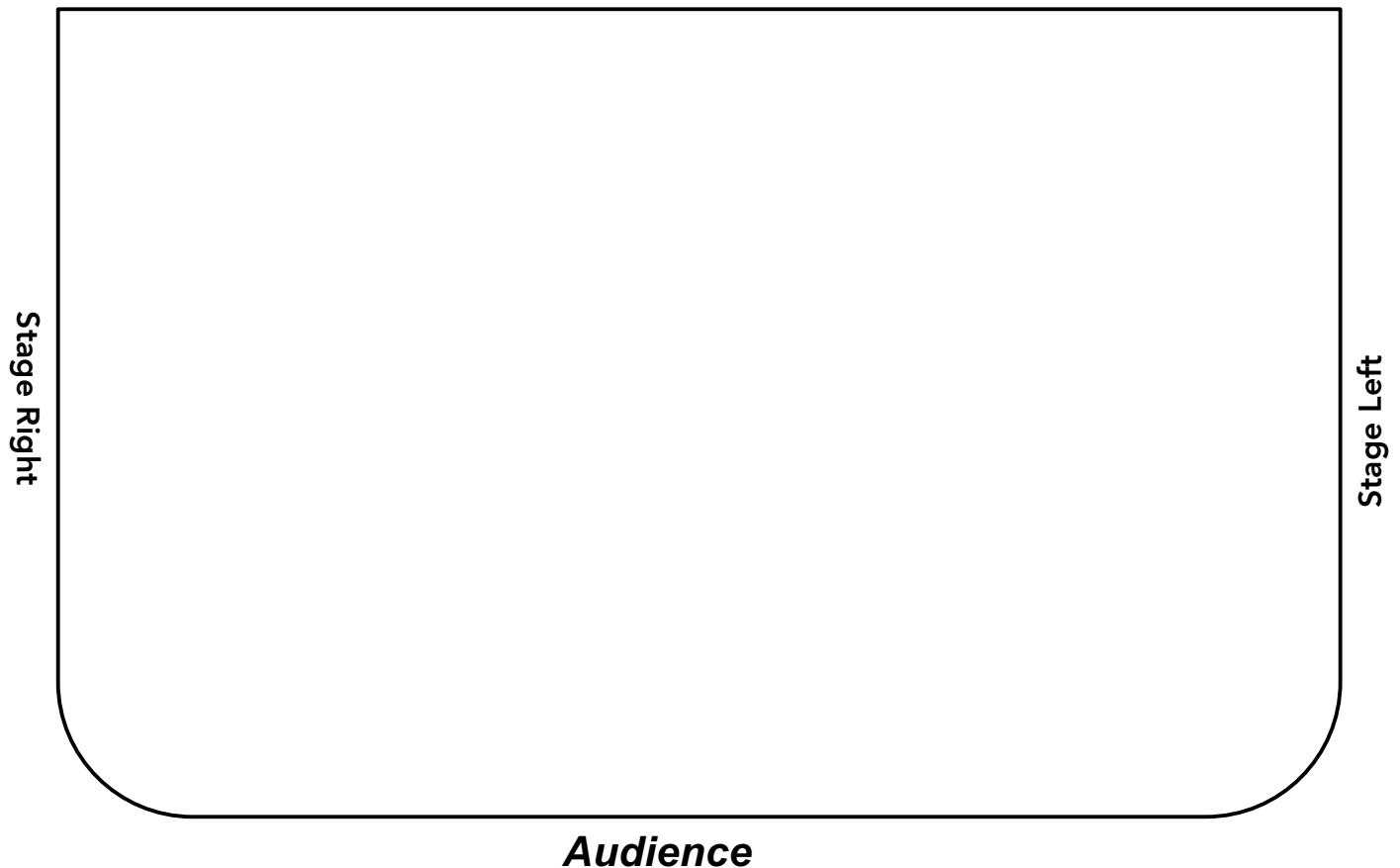
- 50%
- 75%
- 100%

*Those needing a Jazz Combo Audio Setup are required to contact Tim Donel prior to turning in this form.

Please list any additional equipment you will be providing (e.g. laptop, iPod, etc.)

Stage Diagrams

Please print and make simple diagrams of all stage sets in performance order below or on separate sheets.



**Any set changes must be able to be successfully completed by two stage crew members in 5 minutes or less. A repositioning of the shell is not permitted during recital set changes. All stage sets must be clearly diagrammed and receive approval by the production manager when needs sheets are submitted. Any exceptions to this policy must be approved by the professor and production manager in advance. Should extra crew be required to accomplish a timely and successful set change, an additional crew charge of \$25 for up to two additional crew may apply.*