Weigel 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: ___________________________________________________

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

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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

☐ Steinway - New  ☐ Piano Lid
  (piano majors, faculty, ensembles only)  ☐ Closed
  Steinway - Old (all others)  ☐ Block
  Harpsichord*  ☐ ½ Stick

Risers

☐ choral (step-style), # _____  ☐ Podium
  platforms (4’x8’x12”), # _____  ☐ Conductor

Chairs

☐ for musicians, # _____  ☐ Side Banners
  ☐ for onstage audience, # _____  ☐ All up
  ☐ for page turner, # _____  ☐ All down

*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  ☐ Lighting
  ☐ Wireless Microphones (2 max)  ☐ solo
  ☐ Video or Computer Projection  ☐ small group

Music Stands

☐ onstage, # _____
  ☐ other, # _____

Other

☐ Extension Cords (25ft), # _____
  ☐ Power Strip, # _____

Brightness

☐ 50%
  ☐ 75%
  ☐ 100%
Please list any additional equipment you will be providing (e.g. laptop, iPod, etc.)

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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.