

Ball State University – School of Music

Stage Setup Form

This form should be submitted to Sursa Hall, MI 107. Late requests will NOT be honored unless approved by the Director of the School of Music. For any recording or advanced sound setup questions, please contact CRS directly at crs@bsu.edu.

Questions: email sursahall@bsu.edu

PLEASE TYPE OR PRINT CLEARLY!

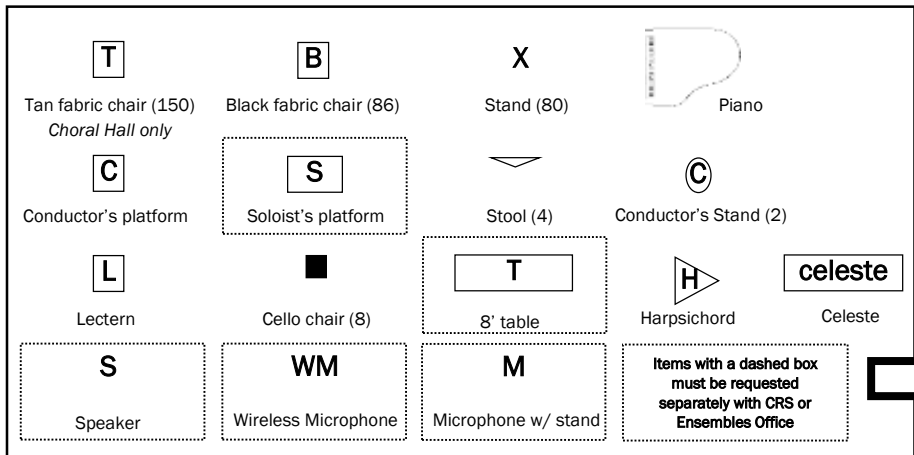
Performer's Name _____ Phone _____ Email _____

Dress Rehearsal Date & Time _____ Performance Date & Time _____

Faculty Contact _____ Phone _____ Email _____

Venue (Circle) Sursa Hall Choral Hall Is the event ticketed? _____

Instrumental/Vocal makeup of Ensemble _____



The following equipment is only available in Sursa Hall:

- Black fabric chairs
- Front of house console
- Data projector
- Risers – Choral (7)
- Instrumental

Please contact Sursa Hall as soon as possible to discuss the use of instrumental risers

Use the following spaces to draw diagrams of the necessary stage setup(s)

SETUP #1

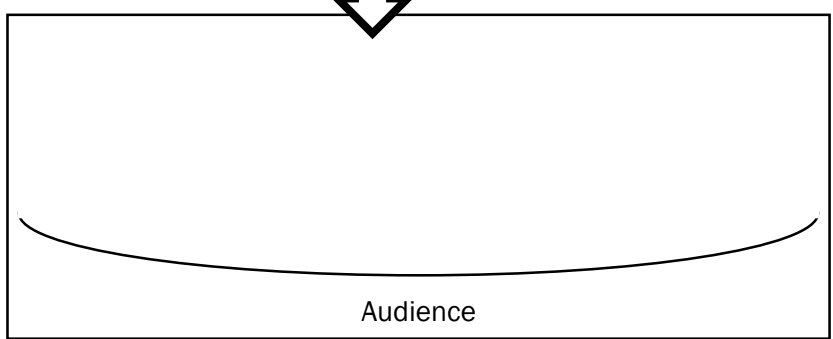
Number of performers (incl. you) _____

Number of stands _____

Number of chairs _____

Piano lid position Full Half Closed

Page turner chair needed? YES NO



SETUP #2

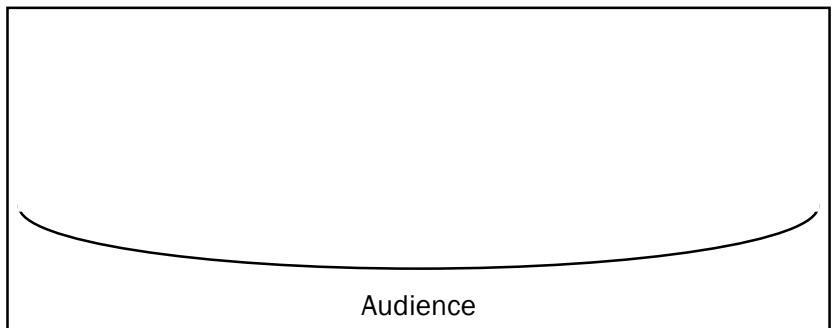
Number of performers (incl. you) _____

Number of stands _____

Number of chairs _____

Piano lid position Full Half Closed

Page turner chair needed? YES NO



SETUP #3

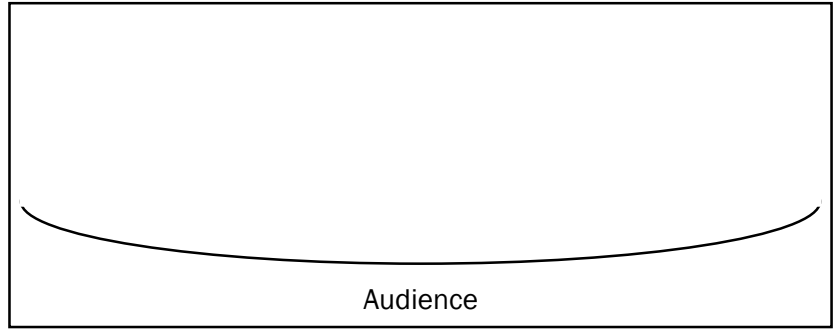
Number of performers (incl. you) _____

Number of stands _____

Number of chairs _____

Piano lid position Full Half Closed

Page turner chair needed? YES NO



SETUP #4

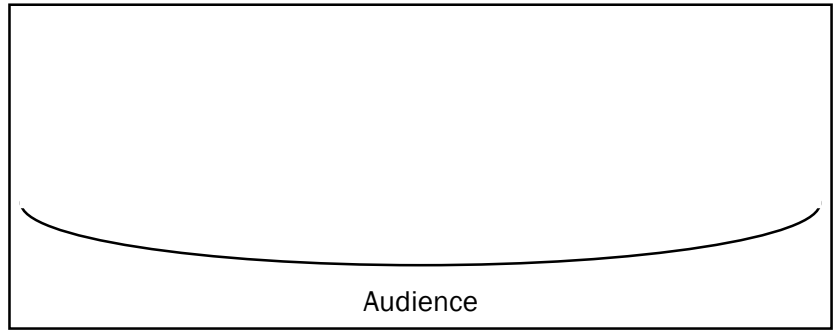
Number of performers (incl. you) _____

Number of stands _____

Number of chairs _____

Piano lid position Full Half Closed

Page turner chair needed? YES NO



SETUP #5

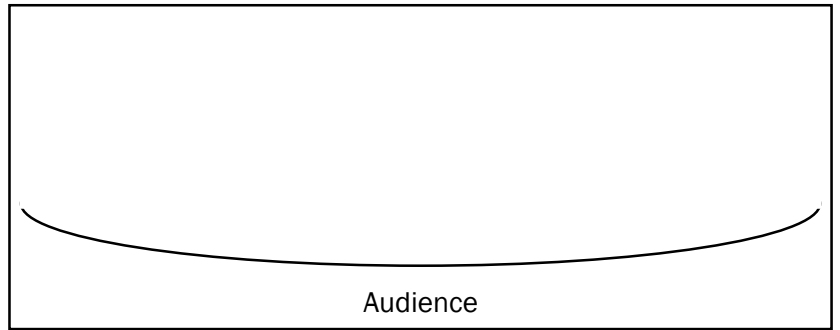
Number of performers (incl. you) _____

Number of stands _____

Number of chairs _____

Piano lid position Full Half Closed

Page turner chair needed? YES NO



Paneling & Curtains (1 Setting)

Please indicate whether (a) curtains should be open or closed and (b) acoustic panels should be engaged or not.

