

Timashev Recital Hall — 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 _____ indicate a.m./p.m.

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 — Spirio
- Grand Piano — Steinway
- Harpsichord *

Podium

- Conductor
- Lectern

Piano Lid

- Closed
- Block
- ½ stick
- Full stick

Tables

- on stage – # _____
- other – # _____

Music Stands

- on stage – # _____
- other – # _____

Banner Setting # _____

Chairs

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

* If using the harpsichord, contact Mitch Staples at 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)
- Power Strip – # _____

- Extension cords (25 ft.) – # _____
- Video or Computer projection

The production manager must approve additional audio, video and lighting requests. List any additional equipment you will be providing (e.g. laptop, audio interface, etc.) and email the production manager Tim Donel at donel.1@osu.edu or call 614-247-8601.

Lighting

- Solo
- Small group
- Full stage

Brightness

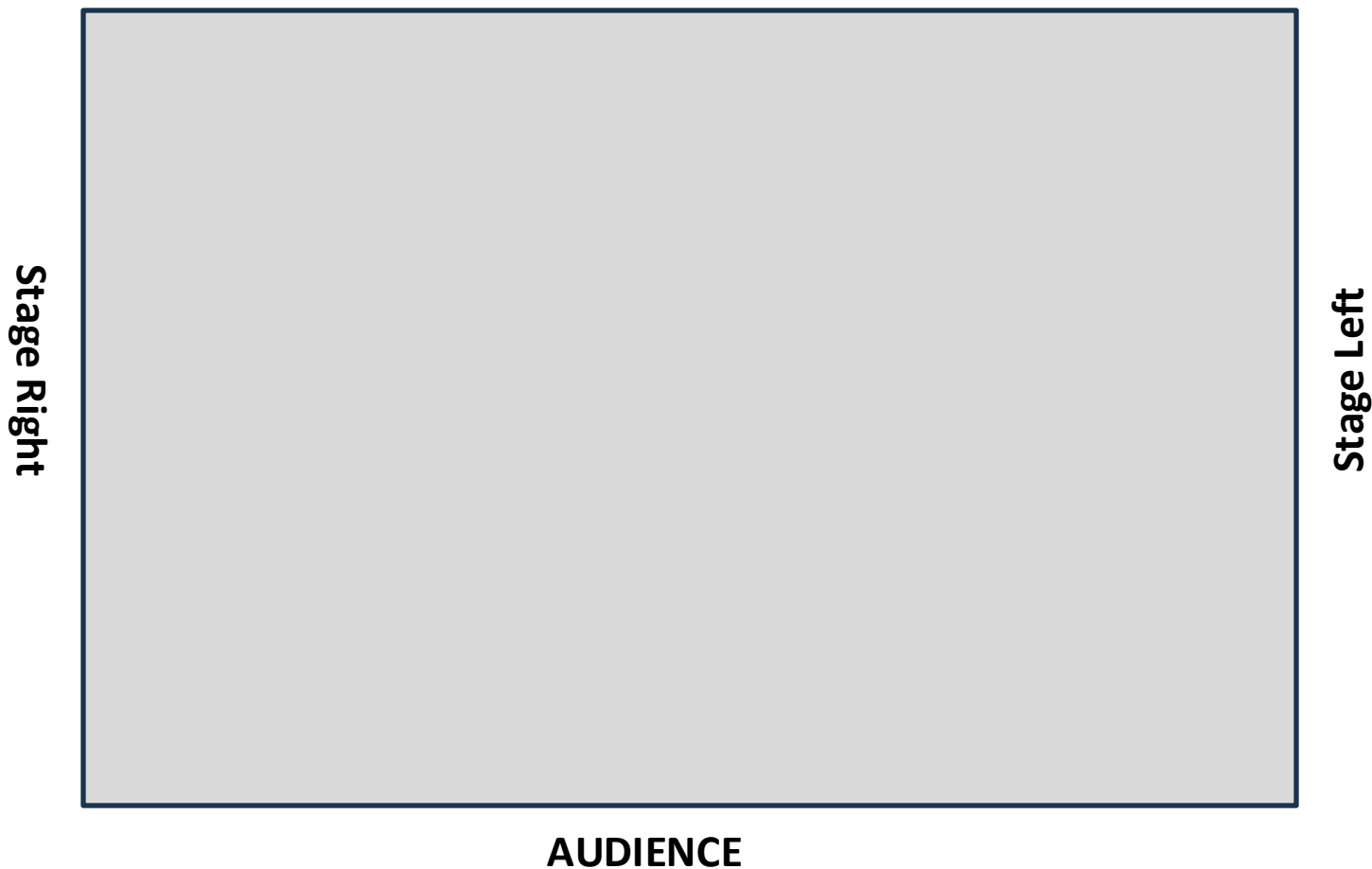
- 50%
- 75%
- 100%

Continued...

Timashev Recital Hall — 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.



Livestream services for Timashev Recital Hall

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 Timashev Recital Hall and to post it on the School of Music YouTube channel.