

SIU SCHOOL OF MUSIC Scheduling Request form for STUDENTS**Return digital form to: Debi Henderson - debra@siu.edu****Download the form and save to your computer before completing. Email to your instructor for signature.****NAME OF PERFORMER/ENSEMBLE****INSTRUMENT/VOICE TYPE****EVENT INFO**

Reservation	Day	Date	Time
Performance			
Rehearsal			
Set Up			

Accompanist (assigned by Accompanying Coordinator)

Faculty Sponsor Name

Faculty Signature (indicating approval of this date)**EVENT TYPE (check one)**

Undergraduate Recital
MUS 398
MUS 498

Graduate Recital
Music 498 Recital
Music 598 Recital

Non-Degree
Student Recital
Other Student Event

Live Stream

Sound Reinforcement

If choosing Livestream or Sound Reinforcement, complete the form located on page 3.**Recording** *video requests subject to scheduling confirmation **Fees due when form submitted, payable to SIUC**

\$5 Graduate Degree Recital : AUDIO ONLY

\$50 Graduate Degree Recital : AUDIO + VIDEO*

\$30 Undergraduate Degree Recital : AUDIO

\$70 Undergraduate Degree Recital : AUDIO + VIDEO*

\$40 Non-Degree Recital or other event : AUDIO ONLY

\$80 Non-Degree Recital or other event : AUDIO + VIDEO*

Location Add room # or other location here**Piano** special instructions:**ALL PROGRAM INFO DUE IN THE OFFICE TWO WEEKS PRIOR TO EVENT. NO EXCEPTIONS.****Performance date is not reserved and event is not officially scheduled until this form is completed and approved by the Director.**

Performer agrees to all recital procedures, deadlines and policies. Type name below to confirm agreement.

Performer Name
Email
Phone
Date

SCHEDULING PROCEDURES

1. Scheduled rehearsal times should be used as requested. If these times will not be used, inform Seth Kohlhaas so cancellations can be processed.
2. Discuss recital needs with the piano technician and our recording technician as early as possible for stage and sound specifications.
3. All usage of OBF (Old Baptist Foundation) must be cleared with the Music Office.
4. Avoid changes in recital schedule due to already processed publicity.

EVENT STAFF DUTIES

Please work with her/him to make concerts and recitals go smoothly. Her/his duties include opening requested rooms, stamping, handing out programs, running the lights and handling of equipment in the facilities. Event Staff are not page turners or participants in the program unless requested prior to the event.

RECORDING SERVICES

1. Undergraduate recitals are not recorded automatically. If you wish to contract with Recording Services, the fee must be paid at the time your scheduling request is received. All fees go toward maintaining and purchasing equipment.
2. Scheduling requests made less than two weeks before recital date may not be recorded due to conflicts. Fees are reimbursed if recording or recital does not take place.
3. Graduate recitals are recorded automatically, if part of the degree requirement.
4. University Ensembles and faculty recitals are recorded automatically.
5. Visiting artist recitals are recorded only with the permission of the performer.
6. Masters of all recordings are kept on file by the Recording Service.
7. Each performer will receive one copy of the recording free of charge. Larger ensemble performers need to pay for copies.
8. Copies of recordings are available by request to the School of Music Main Office. Some recordings of faculty and guest artists may not be available if the performers do not give permission to copy. All copies must adhere to Copyright Law.
9. Master recordings are made using a selection of high-quality microphones and recording equipment. It is up to the discretion of the Recording Engineer as to the setup of the recording.
10. Recording sessions for the making of contest and audition recordings are possible. Please contact the Recording Service as soon as possible to make arrangements, as the facilities are often difficult to schedule. A deposit may be required.

PIANO SERVICES

Pianos in all performance halls are tuned and serviced before every recital *if* you request a piano.

If you do not request a piano, it is not tuned

SIU SCHOOL OF MUSIC

LIVESTREAM POLICY AND AGREEMENT

Livestream fee - \$40

A request to Audio +Video Record must be selected on the Scheduling request form.

All livestreaming and live sound reinforcement is at the discretion of School of Music Recording Services based on date, time, availability, and other related factors.

Livestream and live sound reinforcement requests made via this form are NOT approved until reviewed and approved by Recording Services and the Director of the School of Music.

This form and associated fees must be submitted at least 30 days before the event.

Name of Performer/Ensemble	
Date of Event	
Time of Event	
Location of Event	

LIVE SOUND REINFORCEMENT POLICY AND AGREEMENT

Name of Performer/Ensemble	
Date(s) Requested	
Time(s) Requested	
Location of Event	
Detailed description of needs For example: Playback, Stage Monitors, Live Mics, and their positions on stage	

STAGE SETUP MAP

NAME OF EVENT

1	Piano Lid	full	short	closed	piano desk down		no piano		no chairs/stands	
2	Piano Lid	full	short	closed	piano desk down		no piano		no chairs/stands	
3	Piano Lid	full	short	closed	piano desk down		no piano		no chairs/stands	
4	Piano Lid	full	short	closed	piano desk down		no piano		no chairs/stands	

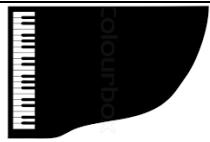
INDICATE DIRECTION OF PIANO BY USING THE BELOW ABBREVIATIONS.

SYMBOLS TO USE ON THE MAP

USE SYMBOLS TO INDICATE LOCATION OF MUSIC STANDS AND CHAIRS.

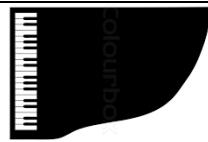
MUSIC STAND / CHAIR X

SETUP 1



Piano setup request

KEYS LEFT SIDE-KLS
KEYS TOP - KT



KEYS RIGHT SIDE-KRS
KEYS BOTTOM-KB

Primary Stage

SETUP 2

Piano setup request

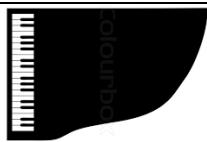
KEYS LEFT SIDE-KLS
KEYS TOP - KT

KEYS RIGHT SIDE-KRS
KEYS BOTTOM-KB

Primary Stage

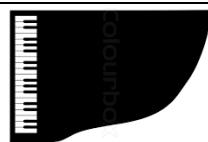
Secondary Stage (OBF Recital Hall Only)

SETUP 3



Piano setup request

KEYS LEFT SIDE-KLS
KEYS TOP - KT



KEYS RIGHT SIDE-KRS
KEYS BOTTOM-KB

Primary Stage

SETUP 4

Piano setup request

KEYS LEFT SIDE-KLS
KEYS TOP - KT

RIGHT SIDE-KRS
KEYS BOTTOM-KB

Secondary Stage (OBF Recital Hall Only)

Primary Stage

Secondary Stage (OBF Recital Hall Only)