

# Performance Scheduling Request

## *Anthony-Seeger Auditorium*

This form must be received by Sarah Macomber **four weeks** prior to the event.

DUE DATE: \_\_\_\_\_

Performers/Group (include instrumentation): \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Advisor (for students): \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Graduate Recital    | <input type="checkbox"/> Faculty Recital      |
| <input type="checkbox"/> Senior Full Recital | <input type="checkbox"/> Guest Artist Recital |
| <input type="checkbox"/> Senior Half Recital | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> Junior Half Recital |   |

OFFICE USE ONLY - DO NOT WRITE IN THIS BOX

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Rehearsal Performer Set-Up Time: \_\_\_\_\_ Rehearsal Crew Time: \_\_\_\_\_

Event Performer Set-Up Time: \_\_\_\_\_ Event Crew Time: \_\_\_\_\_

Notes for Crew:

By providing a signature below, you recognize that you and all parties involved in this event understand the following regulations:

- You are only guaranteed the space during your allocated times.
- Any changes must be reported to Sarah Macomber (macombse@jmu.edu, 540-568-6987)
- NO food, drink, or post recital receptions are allowed in Anthony Seeger.
- Official JMU recordings are only available for faculty and guest recitals; all other recordings are the responsibility of the students. No equipment is available for recording, and any equipment brought in for such purposes must conform to the safety guidelines as directed by the stage manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**List of repertoire & Running Times**

	Piece or Set	Time
1.	_____	_____
	Stage Needs: _____	
2.	_____	_____
	Stage Needs: _____	
3.	_____	_____
	Stage Needs: _____	
4.	_____	_____
	Stage Needs: _____	
5.	_____	_____
	Stage Needs: _____	
6.	_____	_____
	Stage Needs: _____	
7.	_____	_____
	Stage Needs: _____	
8.	_____	_____
	Stage Needs: _____	
9.	_____	_____
	Stage Needs: _____	
10.	_____	_____
	Stage Needs: _____	
11.	_____	_____
	Stage Needs: _____	
12.	_____	_____
	Stage Needs: _____	

# Equipment Checklist

## *Anthony-Seeger Auditorium*

---

Performers/Group: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Equipment Requested (check all that you will be using):

Music Stands (number) \_\_\_\_\_

Chairs (number) \_\_\_\_\_

Piano (prepared? special requirements?)

\_\_\_\_\_  
\_\_\_\_\_

Percussion Equipment:

\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous:

\_\_\_\_\_  
\_\_\_\_\_

**Notice: Percussion Request Form must be turned in to Prof. Casey Cangelosi (percussion) four weeks prior to event. Please see Sarah Macomber for a Percussion Request Form.**

# Anthony-Seeger Recital Checklist

---

- At least **FIVE weeks** before your recital:
  - See Sarah Macomber (rm. 127) to schedule your dress rehearsal
  
- At least **FOUR weeks** before your recital:
  - Turn in Anthony Seeger Usage Form online (available on the School of Music website and will be emailed to you)
  - Type your program following the template available at <http://www.jmu.edu/music/studentresources/handbooks-forms.shtml>
  - Students: Give a copy to your applied instructor for proofing. Make any necessary corrections.
  
- **THREE weeks** before your recital:
  - Recruit two ushers
  - Recruit page-turner, if applicable
  
- **TWO weeks** before your recital:
  - After your applied instructor has proofed the program, email the word document to Ms. Wampler (wamplerk@jmu.edu) with approval from your applied instructor in the email, or the instructor may email it to Ms. Wampler.
  - The office will provide 75 copies.
  - Students are responsible for printing their program notes (not in the music office)
  - Please no thank you notes or reception invitations in the program
  - It is important that programs are sent to Ms. Wampler two weeks before your performance. If they are later than one week before your performance, the performer will be responsible for the cost of printing outside the Music Department.
  
- **WEEK of** your recital:
  - Remind everyone involved when your rehearsal and recital are scheduled
  - Please pick up your programs by 3:00pm the day of or the day before your performance.