PERFORMANCE DATE:

PRODUCTION PACKET: RAMO RECITAL HALL

Please return this packet to the Music Operations Main Office (BMH 101) or the Production Office (AHF B49), or via fax to 213-821-2655. Please return your packet two weeks prior to your scheduled performance date.

CONTACT INFORMATION >>

Name: __________________________________________ Instrument: __________________________________________
E-mail: ___________________________ Instructor: __________________________________________
Phone #: __________________________________________

INSTRUMENTS AND EQUIPMENT NEEDED >>

General
☐ Music Stands (max 10)
   How many? _________
☐ Chairs (max 10)
   How many? _________
☐ Cello Chairs (max 5)
   How many? _________
☐ Conductor’s Platform
☐ Conductor’s Stand

Lecture/AV
☐ Lectern
☐ Flat screen Display
☐ Microphone*

*Please remember to have someone available to assist you with the AV during your performance.

Piano
☐ 908 (9’ Steinway D)
☐ Inside Techniques
   *Inside technique applies to plucking, stop notes, or any addition of foreign element inside of piano

Inside Techniques being used:________________
   __________________________________________
   __________________________________________

ADDITIONAL EVENT INFORMATION >>

Recording Engineer? yes ___ no ___
(Must be on the Approved recording Engineers List)
Name of Engineer: __________________________________________

Reception? yes ___ no ___
If yes, please describe: __________________________________________

Deliveries? yes ___ no ___
________________________________________

Show Order/Run Time: __________________________________________
   __________________________________________
   __________________________________________