PERFORMANCE DATE: / / 

PRODUCTION PACKET: SCHOENFELD
SYMPHONIC 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 20)
  How many? _________
- Chairs (max 20)
  How many? _________
- Cello Chairs (max 5)
  How many? _________
- Conductor’s Platform
  (medium)
- Conductor’s Platform
  (small)

Lecture/AV
- Microphone*
- XLR, iPod, CD, computer connections for playback*
- Projector
- Speakers For Audio Playback*

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

**Please note that the percussion in Schoenfeld is not available for use.

Piano
- 462 (9’ Steinway D)
- Harpsichord
  *(Requires prior approval of Dr. Lucinda Carver)
- 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 _____

Additional Notes: ______________________________
__________________________________________________________
__________________________________________________________