Ball State University – School of Music
Stage Setup Form

This form should be submitted to Sursa Hall, MI 107. Late requests will NOT be honored unless approved by the Director of the School of Music. For any recording or advanced sound setup questions, please contact CRS directly at crs@bsu.edu.

Questions: email sursahall@bsu.edu

PLEASE TYPE OR PRINT CLEARLY!

Performer’s Name __________________ Phone __________________ Email ______________________

Dress Rehearsal Date & Time __________________ Performance Date & Time __________________

Faculty Contact __________________ Phone __________________ Email ______________________

Venue (Circle) Sursa Hall Choral Hall Is the event ticketed? _______________________

Instrumental/Vocal makeup of Ensemble ________________________________________________

The following equipment is only available in Sursa Hall:

- Black fabric chairs
- Front of house console
- Data projector
- Risers – Choral (7)

Please contact Sursa Hall as soon as possible to discuss the use of instrumental risers.

The following equipment is only available in Choral Hall:

- Tan fabric chairs (150)
- Choral Hall only
- Black fabric chair (86)

Please contact CRS or Ensembles Office for items marked with a dashed box.

Use the following spaces to draw diagrams of the necessary stage setup(s)

**SETUP #1**

Number of performers (incl. you) ______________

Number of stands _____________________________

Number of chairs _____________________________

Piano lid position   Full   Half   Closed

Page turner chair needed? YES  NO

**SETUP #2**

Number of performers (incl. you) ______________

Number of stands _____________________________

Number of chairs _____________________________

Piano lid position   Full   Half   Closed

Page turner chair needed? YES  NO

Audience
**SETUP #3**

Number of performers (incl. you) ______________

Number of stands ____________________________

Number of chairs ____________________________

Piano lid position  Full  Half  Closed

Page turner chair needed?  YES  NO

**SETUP #4**

Number of performers (incl. you) ______________

Number of stands ____________________________

Number of chairs ____________________________

Piano lid position  Full  Half  Closed

Page turner chair needed?  YES  NO

**SETUP #5**

Number of performers (incl. you) ______________

Number of stands ____________________________

Number of chairs ____________________________

Piano lid position  Full  Half  Closed

Page turner chair needed?  YES  NO

**Paneling & Curtains (1 Setting)**

Please indicate whether (a) curtains should be open or closed and (b) acoustic panels should be engaged or not.