

## RECITAL ASSISTANTS

Student name: \_\_\_\_\_

Date of Recital: \_\_\_\_\_

One and a half (1-1/2) hours before recital:

- ✓ Finalize preparations for the recital

After the Recital:

- ✓ Ask assistants to make certain that ***all used*** areas and rooms for the Recital are cleaned and restored to original room set ups.

### **Names of Assistants for Recital to be scheduled by the Recitalist**

Usher(s)/Greeter(s): \_\_\_\_\_

Stage Manager(s): \_\_\_\_\_

Set-up Assistant(s): \_\_\_\_\_

**Misc.: Special Requests/Questions/Concerns:**

### **Names of Assistants to be scheduled by the Music Department Faculty and Staff**

Recording Technician: \_\_\_\_\_

DVD Assistant: \_\_\_\_\_

Building Manager: \_\_\_\_\_

**Return this form to Betsey Bolek, AMC Administrative Assistant thirty (30) days prior to recital.**

(8-11-10)