RECI TAL ASSI STANTS

Recitalist Name:_____________________________________________

Date & Time of Recital:__________________ Date & Time of Final Dress Rehearsal:__________________

Dress Rehearsal(s):
✓ Find the Stage Lighting (in KRH) setting that best suits your recital and/or pieces. Pre-set Stage Lighting can be adjusted during your recital by the Stage Manager.
✓ Go through the set up you would like for your Recital; use stage tape to mark where chairs, stands, piano(s), etc. will be placed on stage to facilitate stage hands.
✓ Work with your DVD Assistant to find the best location for the camcorder to record your Recital.
✓ Have a FULL run through of your ENTIRE Recital in the space with all necessary assistants on hand. Other dress rehearsal can also take place the week of the recital.

One and a half (1-1/2) hours before Recital:
✓ Finalize preparations for the Recital; make any final adjustments needed.
✓ Have your Host/-ess, Friends or Family members set up for your Reception.

After the Recital:
✓ The Recital Hall, Lobby, Green Room and backstage of KRH will need to be returned to their original set up. Carefully go over policies of site if held in another space.
✓ All recyclable or compostable items need to be placed in the proper receptacles.
✓ All doors are locked and everyone has left the AMC. Call Campus Safety and confirm.

Names of Assistants whom you have invited for your Recital
Usher(s)/Greeter(s): ____________________________________________________________________
Set-up Assistant(s): ____________________________________________________________________
Misc.: Special Requests/ Questions/ Concerns:

Names of Assistants who have been scheduled by the Music Department Faculty and Staff
Stage Manager(s): ________________________________
DVD Assistant: ________________________________
Building Manager: ________________________________
*Extra Charge of $100 – CD Recording Technician: ________________________________

Return this form to the AMC Administrative Assistant at least thirty (30) days prior to your Recital.

(12-6-13)