

Performance Scheduling Request | Anthony-Seeger Auditorium

Please read & complete the requested information below, in detail, before signifying your agreement by signing & dating this document.

*This form must be received by Carson Polk **four weeks prior to the event.***

DUE DATE: _____

Performers/Groups, including instrumentation:

Event Date: _____ Event Start Time: _____

Faculty Advisor/Representative (for students): _____

Requesting Student Email (@dukes.jmu.edu): _____

Requesting Student Phone #: _____

Type of Event (check one):

- Graduate Recital Senior Full Recital Senior Half Recital
- Junior Half Recital Faculty Recital Guest Artist Recital
- Other: _____

Please note: "other" events are subject to approval based on the nature of the event. School of Music events, including classes, Faculty/Staff, degree requirements, and other official business (including other JMU-affiliated events) take precedence over any extracurricular, non-degree activities.

By providing your signature below, you agree that you and all affiliated parties involved in this event understand the following regulations:

- You are only permitted to enter and guaranteed the use of the space during your allocated times.
- Any changes **MUST** be reported to Carson Polk (polkcb@jmu.edu).
- Absolutely **NO** food, drink, or post-event receptions allowed in Anthony-Seeger or the lobby area.
- Official JMU recordings are only provided for major ensembles and faculty recitals in Forbes Center for the Performing Arts venues. **No equipment, including audio/visual, is available for recording within Anthony-Seeger.** Any equipment brought in for such purposes **must comply** with all safety guidelines and procedures as stated by the School of Music and/or the onsite Stage Manager who is working your event.
- You will return the venue space back to classroom-ready functionality upon completion of your performance, as well as ensuring all doors are locked. Pictures are available throughout the venue clarifying how equipment shall be stored/returned.
- Failure to adhere to allocated/permitted times and agreements will result in the forfeiture of future venue usage in Anthony-Seeger.
- Further FAQs, as well as venue rules, equipment, layout, and more are available on the JMU School of Music website under "Student Resources."

First & Last Name, Printed: _____

Signature: _____

Date: _____

Equipment Checklist

Performers/Groups: _____

Event Date: _____ Event Start Time: _____

Equipment Requested (check all that you will be using, include # if applicable):

Piano & Preparation (closed, half, full stick): _____

Music Stands: _____ (Limited quantity available – larger requests must be made in advance)

Chairs: _____

Percussion Equipment*: _____

Miscellaneous: _____

***NOTICE:** If you intend to use percussion in your performance at Anthony-Seeger, a percussion major must move and perform on the equipment, with the approval from Professor Cangelosi. No percussion equipment can be moved or played by a non-percussion major.

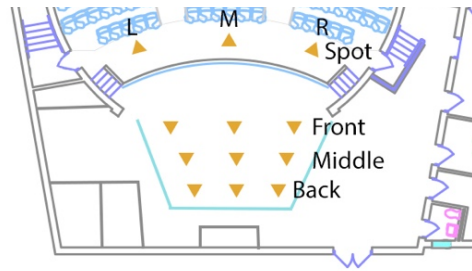
Repertoire List, Running Times, & Stage Setup

This portion is critical to ensuring that your rehearsal and performance are completed with efficiency. Please include any information the stage manager/stagehand may need to know, including specific setups and organization relating to instrument/chair/stand orientation. To ensure an efficient and effective rehearsal, you **must review the run of show with the rehearsal worker AND the performance worker** in case there are any discrepancies. We are not *run by* or *staffed with* Forbes personnel, so we appreciate your patience and understanding throughout the duration of your rehearsal(s) and event(s).

Preliminary Stage Setup: _____

Lighting Setup (please check which lights you want ON):

- | | | |
|--------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Spot Left | <input type="checkbox"/> Spot Middle | <input type="checkbox"/> Spot Right |
| <input type="checkbox"/> Front Stage | <input type="checkbox"/> Middle Stage | <input type="checkbox"/> Back Stage |



Piece/Set 1: _____ Time: _____

Stage Changes: _____

Piece/Set 2: _____ Time: _____

Stage Changes: _____

Piece/Set 3: _____ Time: _____

Stage Changes: _____

Piece/Set 4: _____ Time: _____

Stage Changes: _____

Piece/Set 5: _____ Time: _____

Stage Changes: _____

Piece/Set 6: _____ Time: _____

Stage Changes: _____

Piece/Set 7: _____ Time: _____

Stage Changes: _____

Piece/Set 8: _____ Time: _____

Stage Changes: _____

Piece/Set 9: _____ Time: _____

Stage Changes: _____

Piece/Set 10: _____ Time: _____

Stage Changes: _____

Piece/Set 11: _____ Time: _____

Stage Changes: _____

Piece/Set 12: _____ Time: _____

Stage Changes: _____

Note: A table and a few chairs will be provided backstage for the performer(s) to place items & rest as needed. There is a backstage bathroom available for use. No items may be stored before/after the event.

Anthony-Seeger Recital/Performance Checklist

- At least **FIVE WEEKS** before your recital:
 - See Sarah Macomber (MB rm. 127) to schedule your dress rehearsal
- At least **FOUR WEEKS** before your recital:
 - Turn in Anthony Seeger Usage Form online to Carson Polk (polkcb@jmu.edu) (available on the School of Music website and will be emailed to you)
 - Type your program following the template available at <http://www.jmu.edu/music/studentresources/handbooks-forms.shtml>
 - Students: Give a copy to your applied instructor for proofing. Make any necessary corrections.
- **THREE WEEKS** before your recital:
 - Recruit 1-2 ushers
 - Recruit page-turner, if applicable
- **TWO WEEKS** before your recital:
 - After your applied instructor has proofed the program, email the word document to Ms. Wampler (wamplerk@jmu.edu) with approval from your applied instructor in the email, or the instructor may email it to Ms. Wampler.
 - The office will provide 75 copies.
 - Students are responsible for printing their program notes (not in the music office).
 - No thank you notes or reception invitations are permitted in the program.
 - It is important that programs are sent to Ms. Wampler two weeks before your performance. If they are later than one week before your performance, the performer will be responsible for the cost of printing outside the Music Department.
- **WEEK OF** your recital:
 - Remind everyone involved when your rehearsal and recital are scheduled
 - Please pick up your programs from the box across from the Music Office (or visit the Music Office if you can't find them) **by 3:00 PM the day of or the day before your performance.**