



## Gaertner Performing Arts Center Student Recital Technical Form

This **Technical Needs Form** must be submitted via email **at least TWO WEEKS before your performance**. If it is not, the help that the Technical Crew can offer will be limited. After emailing your form, you need to set up a meeting with **Greg Pickett** to discuss all the details of your recital. This will include discussing your program, if there are any set changes (stands/chairs moving), if you have certain needs for audio/video playback, and in what format you need to have them ready, etc.

Please note that we offer a video recording of your recital upon request. If you choose not to have the School of Music video record your performance, **you must sign and send the Video Recording Permission Form to Greg Pickett one day before or the Friday before noon for weekend performances**. If you have not turned in the form, or if you did not ask for the School of Music to record, you will not have a video recording of your performance.

You need to set up a meeting with Greg Pickett at least **ONE WEEK** prior to your recital/performance to discuss the details. This will include discussing your program, stage set changes, and any other details to help make your recital a success.

*To arrange a meeting time with Greg Pickett, send an email to [gxp051@shsu.edu](mailto:gxp051@shsu.edu).*

***If you have not properly reserved the room, this form will not be honored.  
Please make sure you have the room booked and confirmed.***

Have you reserved the space with **Kelli Irwin** in the Music Office? \_\_\_\_\_

Name(s)	
Performance Venue	Recital Hall      Concert Hall      Other (specify) _____
Performance Date and Time	
Performance Type	Solo      Chamber      Shared Other (specify) _____
Lesson Instructor(s)	
Email(s) and Phone Number(s)	
Rehearsal Date(s) and Time(s) in Performance Venue	

**Equipment Needs**

Number of Chairs                      Number of Music Stands  
 Piano: A      B      C      (*C requires authorization from Dr. Rus*)  
 Harpsichord                      Organ

**Do you plan to use Sound Reinforcement? Yes \_\_\_\_\_ No \_\_\_\_\_**

*Describe in detail:*

**Do you have Media Playback? Yes \_\_\_\_\_ No \_\_\_\_\_**

Type:            Audio Only \_\_\_\_\_      Video Only \_\_\_\_\_      Audio & Video \_\_\_\_\_  
 Media:            CD \_\_\_\_\_      DVD \_\_\_\_\_      Other: (*specify*) \_\_\_\_\_

Note: Use of the Recital Hall projector will result in less than optimal recordings

*All media must be provided 24-hours in advance for testing to ensure proper operation.  
 (Friday by noon for Saturday, Sunday, and Monday recitals/concerts)*

**Stage Plot** (if more than two setups, attach a separate sheet with stage plots)

Setup 1	Setup 2
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Do you want to use your own Video Recording Device?	Yes	No
	If yes, a Video Recording Form is required with this form.	
Unedited audio recordings are currently available on CD immediately after the recital. Do you want a copy?	Yes	No

Performer eSignature (s)	Date
Greg Pickett eSignature	Date

*Form is not valid without signatures.*