

# Student Stage Manager Request Form

Music Department  
College of William and Mary  
Ewell Hall



This form may be used to request a student stage manager for an event being held in Ewell Recital Hall. Please return completed form to Olivia Sorensen at the reception desk in the Ewell Hall Office Complex.

## PERFORMANCE INFORMATION

<b>Performer Name:</b>		<b>Instrument:</b>	
<b>Email:</b>		<b>Phone:</b>	(    )    -
<b>Performance Date:</b>		<b>Set-up Start Time:</b>	
<b>Performance Start Time:</b>		<b>Expected End Time:</b>	
<b>Will there be intermission?</b>			

## SET-UP INFORMATION

<b>How many of the following will you need for your recital?</b>			
<b>Stands:</b>		<b>Chairs:</b>	
<b>Will you need any of the following? <i>Check all that apply.</i></b>			
<b>Projector Screen:</b>		<b>Microphones:</b>	
<b>Podium:</b>		<b>Other:</b>	
<b>Will you need the stage manager to assist with any of the following? <i>Check all that apply.</i></b>			
<b>Reception:</b>		<b>Program Handout:</b>	

## STAGE SET-UP

Draw a basic diagram of the stage set-up needed for your recital.