

Dr. Bobbie Bailey & Family Performance Center
Kennesaw State University
School of Music Performance Information Form

(Submitting a completed version of this form is the responsibility of a KSU faculty member; forms completed by a student will not be accepted.)

A. EVENT INFORMATION

Name of ensemble/artist(s) including any featured guest artists and their instrument(s): _____

Date of concert/recital: _____

Faculty member(s) to be responsible for the activity:

Name	Extension	Alternate Phone Number	Email Address
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Name	Extension	Alternate Phone Number	Email Address
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If this person will not be present during the activity list alternate contacts:

Ticketed Event? Yes No If so, how many complimentary tickets are requested? _____

Intermission? Yes No If so, what length? 10 minutes 15 minutes

Number of performers/participants: _____ Anticipated audience attendance: _____

Will any performers walk through the house prior to or during the performance (processional, recessional, etc.)?

Yes No If so, please provide details below:

Late seating? Yes No If so, please provide special instructions (seating during applause, seating any time, etc.):

Please inform all persons involved in this event that no one except the performers/participants are allowed onstage or in the backstage/dressing room area unless authorized by BPC staff. Performers will be escorted to the lobby after the performance to greet audience members.

B. BAILEY CENTER FACILITIES NEEDED (please check all that apply)

Performance Hall _____

Brooker Rehearsal Hall _____ (Brooker will automatically be reserved for any performance taking place in the Performance Hall for warm-up and storage of personal belongings, in addition to the Performance Hall itself.)

Dressing Room 1 _____

Dressing Room 2 _____

C. TECHNICAL/PRODUCTION REQUIREMENTS

Please specify the equipment needed and **complete the attached stage diagram** showing approximate placement. Audio/video equipment may be unavailable, depending on equipment inventory.

PERFORMANCE HALL STAGE PLOT

(Not drawn to scale)

Please draw a diagram of your stage set-up.

(Stage Right)

(Stage Left)

(Front of Stage)

BROOKER REHEARSAL HALL STAGE PLOT

(Not drawn to scale)

Please draw a diagram of your room set-up.

(Stage Right)

(Stage Left)

(Front of Stage)

FOR OFFICE USE ONLY:

Manager On Duty _____ Contact Number _____
 Alternate BPC Staff _____ Contact Number _____
 Alternate BPC Staff _____ Contact Number _____
 MOD follow-up planning call to take place on _____

Curtains:

Stage Main Level	_____	EXTENDED	_____	RETRACTED
Stage Mezzanine Level	_____	EXTENDED	_____	RETRACTED
House Main Level	_____	EXTENDED	_____	RETRACTED
House Mezzanine Level	_____	EXTENDED	_____	RETRACTED

Post-concert stage setting:

(Stage Right)

(Stage Left)

(Front of Stage)

Next rehearsal/event (if known) _____ Date and time _____

Notes:
