

Below are some guidelines I have outlined for requesting special needs for you and your student's recitals. I would like to take this time to thank you for your help in implementing the new scheduling guidelines.

After you or your students have scheduled a recital/concert/event with the technical director the next step is to email any special needs that pertain to that recital/concert/event. This information should be provided at least one week before the recital. Any requests given after the allotted time may not be taken due to time constraints and lack of materials. The email of the technical director is ben.norman@selu.edu. Special needs include:

- Music stands
 - Will the recital/concert/event need any? Give an exact number if able.
 - Will the music stand(s) stay on for the entirety of the recital/concert/event or will it/they need to be taken off and put back on during different pieces?
 - What positions do the stand(s) need to be in?
- Chairs
 - Will the recital/concert/event need any? Give an exact number if able.
 - Will the chair(s) stay on for the entirety of the recital/concert/event or will it/they need to be taken off and put back on during different pieces?
 - What positions do the chair(s) need to be in?
- Piano
 - Will the recital/concert/event need the piano?
 - Will the recital/concert/event need more than one piano?
 - No stick, half stick, or full stick?
 - Will the pianist need a light on their piano?
- Microphones
 - Will the recital/concert/event need any? Give an exact number if able.
 - Will you need a piano microphone?
 - Specify if you are in need of a wireless microphone or lapel microphone.
 - Due to shortage of materials the microphone you have requested may not be available at the time of your recital/concert/event.
- Large ensemble set up
 - Is there a particular set up preferred for the ensemble?
 - Will you need to get into the space early to set up?
 - Do you need the technical director to help set up?
 - What time will you be in the space to set up?
 - You are not allowed to setup for a recital/concert/event early without the technical director's permission.
 - Will you need to schedule rehearsals in the space before your recital/concert/event?
- Lighting
 - Is there any specialty lighting needed during your recital/concert/event?
- Sound/Recordings
 - Are there any specialty sound/recording needs for your recital/concert/event?
 - Will an amp be needed for your recital/concert/event?
 - Will speakers be needed for your recital/concert/event?
 - Will there need to be any sound played over the speakers during your recital/concert/event?
 - If so then sound must be provided on a flash drive.
 - For requesting recordings please refer to the recording request information given in a separate document. This information is also on the bulletin board next to the technical director's office.
- Technology
 - Will you need extra technology for your recital/concert/event?
 - Example: a projector, computer
 - Will you need the technical director to set up the extra technology?
 - All extra technology must be provided at least 24 hours before recital/concert/event.
- Dressing Rooms
 - Will dressing rooms need to be open for the recital/concert/event?