

**PART SEVEN (VII):
FORMS REQUIRED FOR VARIOUS
PROCEDURES**

**WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC**

POLICIES AND PROCEDURES

PART VII - FORMS REQUIRED FOR VARIOUS PROCEDURES

The following pages are sample forms required for certain procedures. You are urged to become familiar with those forms that pertain to you and/or your area.

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

APPLICATION TO PERFORM ON FULL CONVOCATION

PLEASE TYPE OR WRITE LEGIBLY. FORM MUST BE FILLED OUT COMPLETELY AND LEGIBLY
BEFORE IT WILL BE ACCEPTED BY THE MUSIC PROGRAM OFFICE PERSONNEL.

Date of Performance _____

Student's Name(s) _____

Title of Composition(s) _____ Composer(s) FULL name _____

Movements: 1. _____ 3. _____

2. _____ 4. _____

Performer(s) and Instrument(s) or voice range

Accompanist _____

GIVE EXACT LENGTH OF PERFORMANCE TIME --- NOT TO EXCEED 8 MINUTES

X _____
(Faculty Signature) _____ Length of Performance Time _____

Faculty signature on this form will indicate to the Music Program Office personnel that the information above is complete and correct.

***** FILL OUT ALL INFORMATION BELOW *****

Student's Name _____ Performance Date _____

Check what is needed for equipment set-up and indicate how many of the following:

Piano _____ Full stick _____ Short stick _____ No stick _____

Chairs _____ Harpsichord _____ (Need prior approval)

Music Stands _____ Organ _____ Velvet Curtain Open/Closed (only available in Bryan)

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RECITAL DATE SELECTION FORM

This form is to be submitted to the Music Facilities Coordinator after agreeing with both your studio teacher and fellow performers on possible dates/times for the recital. Most recital dates are assigned in the spring prior to the academic year in which the recital will take place. If you need to schedule a required recital during the academic year, please contact the Facilities Coordinator directly for available dates.

NAME OF PERFORMER(S) _____ PHONE _____

E-MAIL ADDRESS _____ INST/VOICE _____

TYPE OF RECITAL (See Music Policies and Procedures Handbook for recital guidelines):
FULL RECITAL _____ HALF RECITAL _____ JOINT RECITAL _____

VENUE REQUESTED:

BRYAN HALL THEATRE _____ KIMBROUGH CONCERT HALL _____
KIMBROUGH LECTURE HALL (101) _____ KIMBROUGH 115 _____

DATES/TIMES ON WHICH RECITAL COULD BE HELD:

1. FIRST CHOICE: DATE _____ TIME _____
2. SECOND CHOICE: DATE _____ TIME _____
3. THIRD CHOICE: DATE _____ TIME _____

REQUIRED SIGNATURES:

1. ACCOMPANISTS AND OTHER PERFORMERS _____ DATE _____

DATE _____
2. STUDIO TEACHER(S) _____ DATE _____

DATE _____

***** FACILITIES COORDINATOR USE ONLY *****

DATE SELECTED _____ ROOM SCHEDULED _____
FACILITIES COORDINATOR _____ DATE _____
Route: SC _____ DJ _____ Administrative Manager _____

CONCERT PROGRAM INFORMATION for

_____ **print name of concert here** _____

Remember to list the date, time and location of your performance on the program

Please list the program below to assist stage crew preparation. Indicate under each piece who is performing.

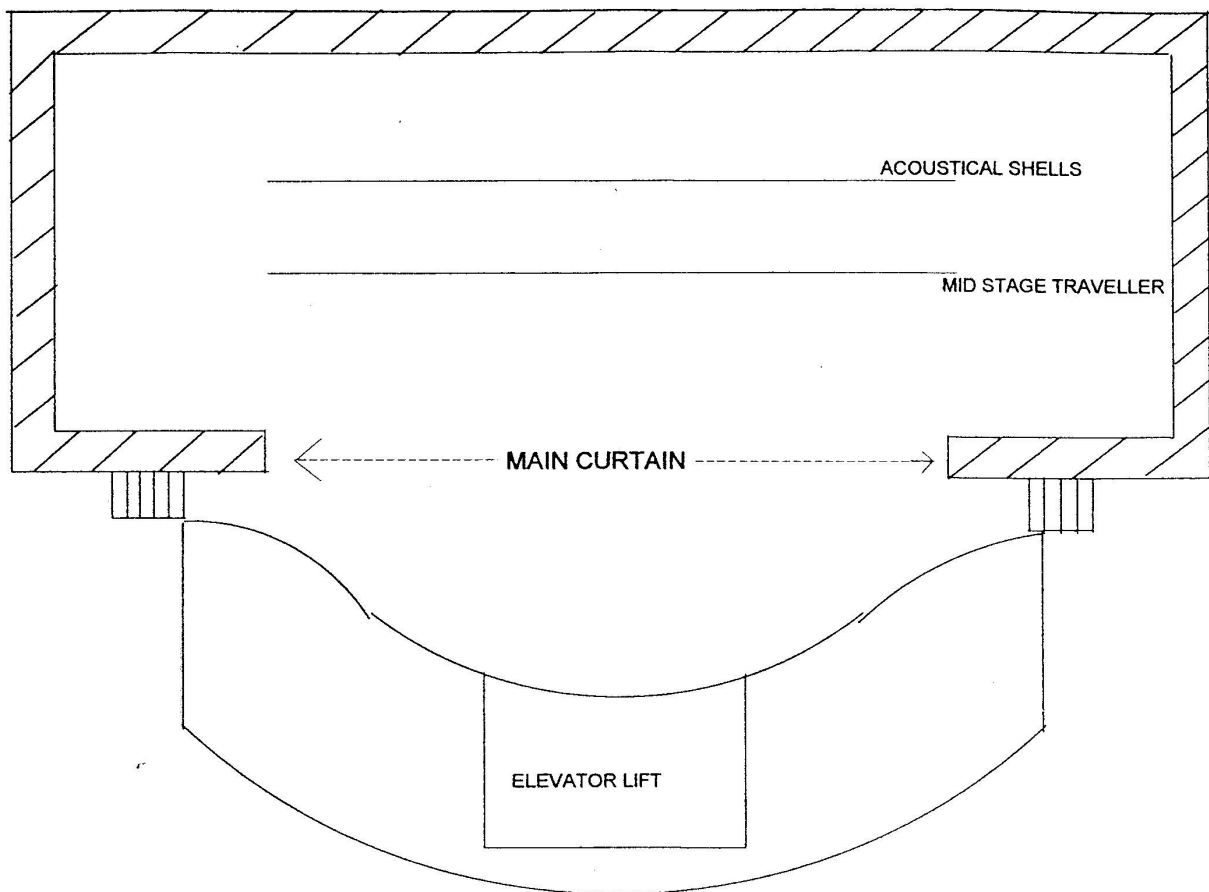
TITLE OF WORK (opus no, key, listing etc)	COMPOSER (first and last name)	TIMING

☐ Please check here if you have made arrangements for this concert to be recorded. Recording Personnel: _____

CONCERT RECORDINGS: All programs must state at the end of the program listing: ***Any recording and/or reproduction of the whole or any portion of the performance is permitted only with approval of the WSU School of Music.*** You may also include: ***Please refrain from the taking of photographs and turn off all cell phones and pagers for the duration of the performance.*** The Music Program will assume the responsibility for the cost of archival recording for all performances by School of Music Faculty and Ensembles.

Student Recitals may be recorded at the individual's expense. Individuals and small groups wishing to have concerts recorded shall make their own arrangements with the recording personnel. Performances in Bryan Hall Theatre or Kimbrough Concert Hall may be DAT recorded (please see Sandra Carlson for a list of trained personnel) or through the Recording Studio (recording request packets are available in Kimbrough 260). Concerts occurring in Kimbrough 115 or 101, or off-campus should request recordings through the Recording Studio. Permission to make such recordings is granted by the Director (Gerald Berthiaume) on the condition that the recording personnel are listed on this form.

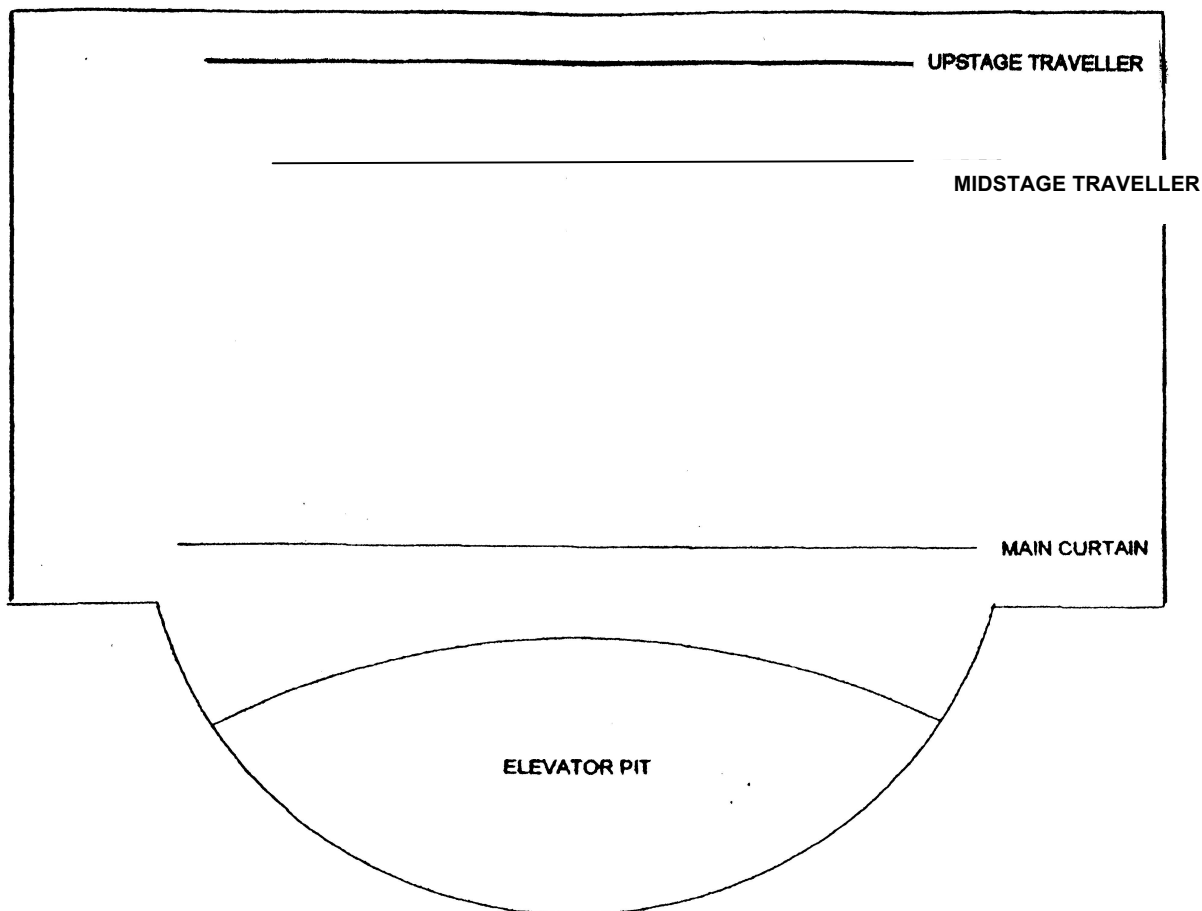
SET UP BRYAN HALL THEATRE



Name of Piece: _____ for (concert) _____

	OPEN/CLOSED		QUANTITY
Main Curtain		White Plastic Chairs	
Mid Stage Traveler (crimson)		Black Plastic	
Up Stage Traveler (black)		Musician's Chairs (75)	
	UP/DOWN	Black Upholstered	
Pit Filler		Musician's Chairs (10)	
Elevator Lift		Music Stands	
	YES/NO	Choral Risers	
Cyc		Platforms 4'W x 8'D x 8"H	
Scrim		Platforms 4'W x 8'D x 16"H	
Acoustical Shells		Tables in Lobby	
Conductor's Podium		w/crimson linens & skirting	
Lectern			NOTES, STICK PREF etc
Water Stand		Baldwin Piano	
Please note sound needs or other special requests on the back of this page		Schantz Pipe Organ	
		Other keyboard:	
		Page Turner Chair	

SET UP FOR KIMBROUGH CONCERT HALL



Name of Piece _____ for (concert) _____

	OPEN/CLOSED		QUANTITY
Main Curtain (gold)		White Plastic Chairs	
Mid Stage Traveler (gold)			
Up Stage Traveler (gold)		Black Plastic Musician's Chairs (10)	
	UP/DOWN/LECTURE LEVEL	Black Upholstered (10) Musician's Chairs	
Elevator Lift		Music Stands	
	YES/NO	Choral Risers	
Acoustical Shells (5)		Platforms 4'W x 8'D x 8"H	
Conductor's Podium		Platforms 4'W x 8'D x 16"H	
Lectern		Tables in Lobby	
Water Stand		w/crimson linens & skirting	
	NOTES, STICK PREF etc		
Fazioli Piano			
Steinway Piano			
Other keyboard:			
Page Turner Chair			

Please note sound needs or other special requests on the back of this page

**WASHINGTON STATE UNIVERSITY
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INSTRUMENT CHECK-IN FORM

NAME OF INSPECTOR _____ DATE _____

CONDITION OF INSTRUMENT

CASE # _____ VALUE _____

INSTRUMENT _____

WSU # _____

SERIAL # _____

CASE CONTENTS OTHER THAN INSTRUMENT: (swab, extra slides, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

DESCRIPTION: (scratches, dents, tarnish, condition of case, etc.)

IN YOUR OPINION, THIS INSTRUMENT SHOULD BE REPAIRED (circle priority):

IMMEDIATELY 1 2 3 4 5 6 7 8 9 NOT CRITICAL

COMMENTS:

WASHINGTON STATE UNIVERSITY
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**INSTRUMENT CHECK-OUT FORM
SEMESTER BREAK AND SUMMER USAGE**

NAME _____ ID# _____

ADDRESS _____ PHONE _____

INSTRUMENT _____ VALUE _____

CASE # _____ INSURANCE POLICY INFORMATION

WSU # _____ Company _____

SERIAL # _____ Policy Number _____

CASE CONTENTS OTHER THAN INSTRUMENT: (swab, extra slides, etc.)

DESCRIPTION: (scratches, dents, tarnish, condition of case, etc.)

Studio Teacher _____ Date _____

Director or Designee _____ Date _____

I agree to return this instrument prior to the first day of the next registration period after break or summer.

Student Signature _____ Date _____

Office use: User fee paid _____ Date _____

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PIANO MAINTENANCE REQUEST

This form is to be submitted to Dave Severance (mailbox is located in the Music Office Mail Room in Kimbrough 260B) in case of any problems with pianos.

LOCATION OF PIANO:

Building _____ Room: _____

DESCRIPTION OF PIANO:

Make (i.e. Steinway): _____ Color: _____

Type (i.e. upright, grand): _____

DESCRIPTION OF PROBLEM (Please be specific, giving exact location on keyboard is applicable):

PERSON REPORTING PROBLEM: NAME: _____

PHONE: _____

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REPERTOIRE SHEET

NAME _____ SEM/YEAR _____ DATE _____

MUSIC DBLE MUSIC EDUCATION NON-
MAJOR ____ MAJOR ____ MINOR ____ ENDORSEMENT ____ MAJOR ____

STUDENT IS A: FRESHMAN SOPHOMORE JUNIOR SENIOR 5TH YR. GRAD

PERFORMANCE AREA _____ COURSE NO. _____ CREDITS _____

TOTAL CREDITS EARNED IN THIS AREA PRIOR TO CURRENT SEMESTER _____

Signature of Performance Studies Teacher

DATE _____

COMPOSER

TITLE-include opus or catalogue no.

STUDIES, ETUDES, TECHNICAL MATERIAL