STUDENT CONVO FORM & STAGE SETUP 2018-2019

In order to reserve a space on the Tuesday Morning Music Convocation, THIS FORM MUST BE COMPLETED WITH ALL SIGNATURES, ETC. and submitted to Diane Trevett in the Music Office no later than TUESDAY, one week prior to the desired performance date. NOTE: If this form is not filled out complete and correct, you will lose your performance spot on the convo and must sign up for a later date.

Today’s Date: ___________  Recital Date:  1st Choice ___________  2nd Choice ___________
Student’s Name: ____________________________  Box No. ___________  Phone: ___________
Instructor’s Name & Phone: ____________________________  Student’s email: ___________________________ @willamette.edu

☐ Check this box if you have a 10:20am class on Tuesdays.

WORKS TO BE PERFORMED

Please PRINT or TYPE CLEARLY the order in which your work is to appear in the program. Include the title and/or tempo of each movement in all multi-movement works. Vocalists MUST EMAIL a document containing translations to dtrevett@willamette.edu, no later than the TUESDAY, one week prior to the desired performance date.

<table>
<thead>
<tr>
<th>Title and/or Tempo</th>
<th>Composer’s Full Name</th>
<th>Dates</th>
<th>Length</th>
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Text or Translations e-mailed to Diane Trevett in the Music office, and cc’d to your applied instructor: Yes ☐  No ☐

PERFORMER(S) - Include the names of all performers involved, including yourself and accompanist.

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<th>Name of Performer</th>
<th>Instrument</th>
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Signature of Applied Instructor ____________________________  Signature of Staff Accompanist or Accompanying Professor ____________________________

Note: A Staff Accompanist must sign this form if performing with you. If a student accompanist other than a Staff Accompanist is performing with you, Professor Coen or one of the staff accompanists must sign this form before your recital date can be confirmed.

You must fill out the back of this form as well.
Choose a setup.

#1. If you do not need a piano, please draw a sketch of your setup. Please use a □ for chairs and an “X” for music stands.

Please fill out all fields:

1. Piano Lid Position:
   - □ Closed
   - □ Ministick
   - □ Short Stick
   - □ Long Stick

2. Chair for Page Turner?
   - □ Yes
   - □ No

3. Wooden Platform for Piano Bench?
   - □ Yes
   - □ No

4. Number of Chairs: __________

5. Number of Stands: __________

(It has been previously decided by the music faculty that curtains will remain “all down” during the Tuesday music student recitals.)

#2. The piano will now be set in one position. If you need chairs and stands in addition to the piano, please draw a sketch of your setup. Please use a □ for chairs and an “X” for music stands.

Additional Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

My Files/My Documents/Diane/Forms/Convos-Recitals/Stage setup.ai