

## Stage Requirement Form

Please provide detailed information on your stage requirements and send to your Concert Manager by \_\_\_\_\_

Concert Date			
School			
Type of Item			
Year Group		Number of Students	
Item Director			
Accompanist			

Included in this package are:-

- Stage Requirement Form - to be returned
- Stage Plan for you to record your requirements - to be returned
- If you have any other special requests, they must be recorded on the back

Please return all requested information to your Concert Manager by \_\_\_\_\_

**Please complete plan below**

RefNos	Title	Responsibility	Updated
110	Stage Requirement Form	Co-ordinator	2014



Concert \_\_\_\_\_

Questions

Do you have a Choir? YES / NO

How many performers in Choir? \_\_\_\_\_

How many rows of performers? \_\_\_\_\_

Do you require risers? YES / NO

Can the first row stand on the floor? YES / NO

Do you require the Piano? YES / NO

Do you need chairs? YES / NO If so How Many? \_\_\_\_\_

Do you need Music Stands? YES /NO If so How Many? \_\_\_\_\_

Do you have instruments? YES / NO

Do you require a Drum Kit? YES / NO

Will you have large props? YES / NO

Please mark out the location of all items on the Plan

For riser placement please outline the performers/ instruments where risers are needed.

Do not worry about microphone placement, other than soloists.

Please indicate areas to be used by dancers requiring open space

The position of all specials items must be marked.

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