

# Project Technical Needs Form p. 1

**Instructions:** All fields of this form must be completed and submitted to the Music Department's Technician *at least four weeks before the scheduled recital date*. All additional audio, lighting, equipment, staging or other unusual technical needs must be specified in this form. If, in the opinion of the Music Department's Technician, a technical request cannot be met, then the performer must revise his or her performance plans accordingly.

## Student Information

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Project Information

Title: \_\_\_\_\_ Description: \_\_\_\_\_  
*Approximately 100 words*  
 Junior Project or  Senior Project  
*Check the appropriate box*

## Technical Overview

Audio:

Lighting:

Other equipment:

*(instruments,  
chair, stands, etc.)*

## Set Up Chart

*Sketch or describe initial set up and any subsequent changes in stage set up. Attach a separate sheet if necessary.*

---

Student's Signature

Date

---

Project Supervisor's Signature

Date

I would like to have the following made of my project and will attach a check with the appropriate amount:

Free CD for myself and my instructor.  \_\_\_\_\_ Additional CD(s) (\$10 each)  DVD (\$25)