



GREENFIELD HALL SET-UP FORM

The Scheduling Department
 Manhattan School of Music
 120 Claremont Avenue
 New York, NY 10027
 scheduling@lists.msmnyc.edu
 (917) 493-4479

NAME:	
STUDENT ID #:	PHONE #:
EMAIL ADDRESS:	
INSTRUMENT:	DEGREE:
RECITAL IS: <input type="checkbox"/> Required <input type="checkbox"/> Non-required	
DATE OF RECITAL:	LOCATION:
START TIME OF RECITAL:	END TIME OF RECITAL:

Stage Setup:

Piano Selection: <input type="checkbox"/> 9' Steinway #1 <input type="checkbox"/> 9' Steinway #2 (Constance Keene) <input type="checkbox"/> Both Pianos		
Equipment:	How many?	Notes or Special Instructions:
Music Stands?		
Chairs for performers?		
Bass stool?		
Harpichord?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you plan to use a harpsichord: Contact Jocelyn Stewart – jocelynron@aol.com or (917) 693-6487 <ul style="list-style-type: none"> 2 months before your recital date to request permission and confirm instrument availability. 1 month before your recital date to schedule tuning for your recital and rehearsals. 		

Additional Information:

How many audience members do you expect to attend your recital?	
Does any of your repertoire call for pre-recorded or live electronics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any of your repertoire require piano preparation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes to either of the questions above, please provide more detail below:

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