



Georgia State University

GSU SCHOOL OF MUSIC RECITAL HALL
School of Music • University Plaza
Atlanta, GA 30303-3083 • 404-413-5900

Event Name _____ Event Date/Time _____

Please state your needs on the lines below. Specifically, write out any special instructions you have for the concert staff so they will know *exactly* what you require.

Please Note: If you have special needs (live sound reinforcement, special stage lighting, et al) this form MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO EVENT DATE to allow for approval and/or scheduling.

**Once completed, please return this form the office of production & facilities in HH-508*

Below is a diagram, to scale, of the Concert Hall stage. Please use this to indicate your stage setup. If you are performing with a large group, please take this to a copy machine and enlarge it as necessary. Please list your instruments exactly, including the piano.

