



# PFORZHEIMER 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"/> 7' Steinway Model B (please note it is not possible to move this instrument offstage)		
Equipment:	How many?	Notes or Special Instructions:
Music Stands?		
Chairs for performers?		
Bass stool?		
Harpsichord?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you plan to use a harpsichord: Contact Jocelyn Stewart – <a href="mailto:jocelynron@aol.com">jocelynron@aol.com</a> or (917) 693-6487		
<ul style="list-style-type: none"><li>• 2 months before your recital date to request permission and confirm instrument availability.</li><li>• 1 month before your recital date to schedule tuning for your recital and rehearsals.</li></ul>		

## 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:

	<b>OFFICE USE ONLY</b>
--	------------------------