

# Services Addendum

**Requester Name:** \_\_\_\_\_

**Request Date:** \_\_\_\_\_

## EVENT INFORMATION

Event Date

Event Start Time\*

Event End Time\*

Estimated Attendance

\*This includes **1 (one) hour of set-up & 1(one)hour of strike.**

\*Rehearsal, dress, & any additional time will need to be included in the contract as sept times.

\*Any time outside of pre arranged time will incur an additional administration charge.

**Description of Event:**

**SPACE REQUESTED:** \_\_\_\_\_

**Additional Space(s)\*:** \*Add spaces and reasoning for need below

## SERVICES

\*Pianos are on a regular tuning schedule.

\*If you want it tuned specifically for your event there will be an additional charge

Audio/Visual:

Equipment:

Instrument:

Media Player Hook Up

Chairs # \_\_\_\_\_

Projector

Stands # \_\_\_\_\_

CD Player

Risers # \_\_\_\_\_

Podium

Microphone(s) # \_\_\_\_\_

## Technical Requirements:

**Sound Check\*:** \* Please specify if a sound check will be needed. If so please provide when & how they will be conducted.

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## Technical Requirements (cont.):

**Sound Check**\*: \* Please specify if a sound check will be needed. If so please provide when & how they will be conducted.

### Stage, Instrument & Equipment Set-Up\*:

\* Please list any specific technical equipment and instruments needed (from the venue & what the musician will bring). Include instrument amps, power exten., cables, etc.

### Audio/Visual Details\*:

\* Detail the number of microphones, inputs, and on-stage PA speakers are needed for the performance and any specific wiring requirements. Please specify if a projector and screen are required, and if video playback includes audio.

### Stage Plot/Layout:

Include a diagram of the stage setup and any specific requirements, such as microphone placement or monitor mix (Sept Form)