

# Concert Worksheet – Front Office

Name and Date of Concert:

Faculty Sponsor:

Dress Rehearsal:

Set-Up Times:

Extra Rooms during event:

Additional Comp Tickets Available to:

- Music Majors                       Faculty
- Ensemble members             Enjoyment of Music students
- other: \_\_\_\_\_

MSU Calendar; Bozeman Arts Calendar; KZBK Calendar; Chronicle Calendar

Poster Information / Photos                      1 Month Prior to Concert   

Press info & Tickets to UPrint                      3 Weeks Prior to Concert   

Program info to office for formatting                      2 Weeks Prior to Concert   

Tech Specs/Curtain to Jeremiah

Concert on Marquee                                      1 Week Prior to Concert   

Piano Tuning Scheduled?                       Steinway    Yamaha    Piano Not Needed

piano tuning date/time scheduled

Stage Monitors:

Ticket Takers:

## Concert Worksheet - Faculty

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 Ensemble members       Enjoyment of Music students  
 other: \_\_\_\_\_

Poster Information / Photos

1 Month Prior to Concert

Press info

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Stage Monitors:

Ticket Takers: