

2017-18 TECHNICAL RIDER GUIDELINES

Prepared by: Rob Octavio, Conservatory Operations Coordinator

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HOW TO PREPARE A TECHNICAL RIDER

WHO?

Beginning in the 2017/2018 season, each student must provide a Technical Rider (or tech rider) for their Junior or Senior student recital in Salmon Recital Hall (SRH).

WHY?

One of the most professional things you can do is provide a venue with a technical rider. It allows you to think about what you will need days/weeks before the actual concert, and focus on the performance the day-of. In addition, this information will be invaluable to your Recital Manager – they will be your first point of contact during the performance and a tech rider provides them with all of the information needed for a successful event.

WHAT?

- A **program order** with approximate timings for each piece, an indication of where intermission will take place (if applicable), and the total time of your concert;
- A **stage plot** for each different set-up needed, including an indication of where that piece falls in your program and how the piano is utilized (full stick, half stick, etc.). Use the diagram of SRH provided;
- **Equipment list** including, but not limited to, kind and number of: music stands, chairs, stools, or benches, microphones, mic stands, speakers, and/or tables.

An example Tech Rider and a blank SRH floor plan are both available for download on the Music > Current Students webpage.

WHEN?

All documentation MUST be provided to Rob at least two (2) weeks prior to your scheduled recital. Additionally, you will be expected to follow-up via email if any adjustments or additions are made following initial submittal.

NOTE: Your Student Recital Request form is still due at least 60-days prior to your scheduled recital.

Please let Rob know if you have any additional questions at octavio@chapman.edu