

Guest Artist Information for Brechemin Auditorium

KEYRING

Enclosed is the key to the hall, plus general instructions.

J25AC2 - Brechemin Auditorium, backstage door (Rm 125), piano closet, recording booth & backstage restroom

Small key – Steinway piano lock

HALL LIGHTS

It's best to **enter the hall via the backstage door (room 125), in case the auditorium lights are off.** Once you get to the stage door, the light panel will be on your right. Our typical concert lighting is listed on the panel, but is:

All house lights OFF

All 8 spotlights ON (if you wish)

2 rows of overhead lights on (if you wish. You must press the “stage” button for one of the rows to light up.

The **Stage Manager** assigned to your recital will work them the day of your concert, as well as clear the stage of excess items, etc.

PIANO

You'll perform on the 9' Steinway. If it's not onstage already, it's in the piano closet. It rolls easily, but be careful not to hit the doorframe. If the piano lock is on, the small key will open it.

Humidity regulators are installed under the pianos. Unplug them before moving, and plug them back in when you're finished.

Please remove the piano cover and place it on a chair backstage. Do not place items on top of piano. At the end of your program, place piano cover back on to prevent scratches, etc.

LEAVING THE AUDITORIUM

Please put the keyboard lock back on the big Steinway. If you feel comfortable moving it back inside the closet (where it normally lives), go ahead and do so. If not, feel free to leave it onstage, but please put the lock back on and cover it.

RESTROOMS

A restroom is backstage, and the key is on the keyring. The women's restroom is on this floor. The men's restroom is one floor up or down.

FOOD

Drink & snack machines are 1 floor down, in the hallway. No food is allowed in Brechemin Auditorium.