



**Center for Experimental Music and Intermedia**

CEMI Director: Panayiotis Kokoras, Panayiotis.Kokoras@unt.edu

CEMI: MU 2001, cemi-staff@lists.unt.edu

http://cemi.music.unt.edu

**Technician Request / Authorization Form  
Merrill Ellis Intermedia Theater (MU 1001)**

This form must be completed and signed before reserving the MEIT. You must send this form to [cemi-staff@lists.unt.edu](mailto:cemi-staff@lists.unt.edu) at least 14 days in advance of the performance.

First and Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Event name: \_\_\_\_\_  
*(SEAMUS conference, Music Now, Bob Smith's Recital, etc...)*

Other people involved in the project: \_\_\_\_\_

Faculty Authorization (name): \_\_\_\_\_

Dates/Time CEMI technician(s) will be needed:

Date Requested	Start Time	End Time	Type of Use (see below)	CEMI Tech Needed?

*Specify type of use: rehearsal, performance, recording session, class, seminar, etc. (Concert, recitals and dress rehearsals may take priority over weekly scheduled meetings and rehearsals.)*

**Note:** A CEMI Technician must be present for all events requiring the use of the Lighting System or the Sound Diffusion System. Access to and operation of this equipment is strictly limited to CEMI personnel only! You may not move speakers or any technical equipment without a CEMI technician present!

CEMI technicians are provided for official College of Music or CEMI events and may be at the presenter/group's expense for other use. Any additional expenses (including CEMI TA overtime, outside CEMI Office Hours 9 am – 5 pm, Monday to Friday) incurred in the production of the event are the sole responsibility of the presenter. Contact the CEMI director for current hourly rates.

**Senior Composition Recitals**

- A minimum of two CEMI TAs is required to provide adequate technical support for recitals presented in the MEIT.
- A maximum of ten total hours of technical support time (divided between at least two people) will be allotted to each student presenting a senior recital; any additional expenses (including CEMI TA overtime) incurred in the production of the senior recital are the sole responsibility of the student. Contact the CEMI director for current hourly rates.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tech Rider**

List **all** equipment and services needed (attach any diagrams or additional sheets as needed). Any technical requirements not listed will not be available on the date requested. If in doubt, see a CEMI staff person for assistance in completing this section. If a question does not apply, write “not applicable” or “N/A” in the space.

**Performance Medium** (check *all* that apply):

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Performer(s)                  | <input type="checkbox"/> Fixed audio | <input type="checkbox"/> Fixed video  |
| <input type="checkbox"/> Live electronics              | <input type="checkbox"/> Dance       | <input type="checkbox"/> Installation |
| <input type="checkbox"/> Other (please specify): _____ |                                      |                                       |

**Instrumentation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(SATB choir, piano trio + 4-channel audio, tuba + computer)*

**Lighting:** Would you like a standard lighting cue, or does your piece require several lighting events? What color or group of colors would properly set the mood for your piece?

\_\_\_\_\_  
\_\_\_\_\_

**Unusual stage setup:** We normally use a carpeted stage area about 30'W x 10'D at front of house. Will you need more room than this, a different stage/house setup, dance surface, set pieces, or other special features? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Media Format:** \_\_\_\_\_

*(8-channel ADAT, 3-screen video, tesla coils, dancing robot, sound file playback, camera/sensor tracking, etc...)*

**Diffusion:** Will your piece be diffused live? By whom? \_\_\_\_\_

\_\_\_\_\_  
*How would you like your piece routed in our 28.3 audio system? (8 L/R pairs high, 8 L/R pairs middle, 8 L/R pairs, low subwoofer)*

\_\_\_\_\_  
\_\_\_\_\_

**Reinforcement:** Will your piece need microphones? (y/n) \_\_\_\_\_

If so, how many? \_\_\_\_\_

What instrument(s) are going to be miced? \_\_\_\_\_

\_\_\_\_\_

Are the microphones being used for amplification, reverb, computer processing, or any/all of the above? \_\_\_\_\_

\_\_\_\_\_

**Projection:** Will you need to project video? If so, on what screens (house L, center, or R)? From what sources? At what height? Will there be lighting needs that could interfere with the projected image? \_\_\_\_\_  
\_\_\_\_\_

**Computer:** Are you planning on using your own laptop, or CEMI's video or performance CPU's, or any/all of the above? \_\_\_\_\_  
\_\_\_\_\_

**Software:** If you are using one of CEMI's computers, what software is required? \_\_\_\_\_  
\_\_\_\_\_

**For complex or non-standard setups:** Please explicitly describe the routing of audio, data, control, and so on. If you are not sure, please explain the 'end goal' you wish to achieve. We will do our best to make it happen. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audio and/or Video Recording:**

Audio Only       Video Only

**Please attach:** stage diagram(s), signal flow chart(s), data routing diagrams, or anything else that will help make setup and tech rehearsals run more efficiently.