

Change/Cancel Event Form 2007-2008
(Please Print)

Lamont School of Music

Name of event to be changed/canceled

Event Description (recital, lecture, convocation, master class, classical, jazz, instrument, etc.)

Reason: _____

Contact Person (name of person making the change)

(Print)

Please Sign and Date:

(Signature)

(Date)

E-mail _____ Office Phone _____

Home Phone _____ Cell Phone _____

NEW Concert Date: _____ **NEW** Concert Time: _____

Changed from Date: _____ Changed from Time: _____

To cancel and event please check here _____

NEW Rehearsal Date and Time: _____

(If you don't book the rehearsal, do not expect anyone on duty, or talk directly to the Facilities Manager Assistant: Charles Wiencek, X16634 or cwiencek@du.edu)

Rehearsal Changed from Date: _____ Time: _____

NEW Location (if different from original booking):

Hamilton Hall Recital Salon Gates Hall Byron Theatre

Reception Change? _____

Received by _____ Date _____