

## Faculty / Ensemble Event Reservation Form 2007-2008

This form is due to bring to the student coordinator on:

For 2007 Fall Quarter: June 15, 2007

For 2008 Winter Quarter: November 15, 2007

For 2008 Spring Quarter: February 1, 2008

For 2008 Fall Quarter: June 15, 2008

- Dates will be held for only 48 hours -

**Meeting the deadline or holding a date doesn't guarantee the booking.** Space is limited to 8 concerts per quarter for the Subscription Concert Series (faculty and guest artists), and we make the bookings first-come-first served, until either the quota is met, or the deadline is reached. ♦

*Please Print, Please read all fine print*

**\*\* Please note that the PROGRAM INFORMATION FORM (salmon color) is due to the PR office 4 weeks prior to the scheduled concert date.**

Name of Faculty/Ensemble \_\_\_\_\_

Contact Person (name of faculty reserving the hall) \_\_\_\_\_

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

E-mail \_\_\_\_\_ Office Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Concert Date: \_\_\_\_\_ Concert Time: \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

**Location:**  Hamilton Hall  Recital Salon  Gates Hall  Byron Theatre

\*No events will be held during or after final exams unless the artist makes arrangements to have a QUALIFIED stage manager and usher and pay them out of pocket at a rate of \$10/hr.

### Recording:

For ensembles and faculty, the performance will be recorded by a qualified recording technician, and 1 complimentary CD will be given to the faculty recitalist or ensemble director. For guest artists, a form "Recording Information" must be filled out and given to the booking person when booking the event, when special needs are required, but no less than 2 weeks before the concert; the charge is about \$50.

\*No event recording will take place other than Fall, Winter and Spring quarters.



## Reception:

For faculty and guest artist concerts: A reception will be given for the performers, friends and family after the performance in Spencer Artist Reception Room (100 people capacity).

I hereby understand by signing this form, I am agreeing to be present at this date and time. I understand there will be NO CANCELLATIONS with the exception of emergencies beyond our control. If cancellation occurs within a month of the scheduled event, I understand that I may be charged some fees to cover expenses that Lamont has incurred up to the point of cancellation due to the promotion of the event.

*If re-booking:* Change Date From \_\_\_/\_\_\_/\_\_\_

Signature of all participants:

only the ensemble director signature is required for ensemble concerts

- 1) \_\_\_\_\_  
(Print) (Signature)
- 2) \_\_\_\_\_  
(Print) (Signature)
- 3) \_\_\_\_\_  
(Print) (Signature)
- 4) \_\_\_\_\_  
(Print) (Signature)
- 5) \_\_\_\_\_  
(Print) (Signature)

Signature of Accompanist \_\_\_\_\_  
(Print) (Signature)

Signature of Accompanist \_\_\_\_\_  
(Print) (Signature)

When the form has been completed and signed by all participants (except in the case of Lamont Ensemble performances), please turn it in to the Student Coordinator in the main Music office for approval. Your recital booking date will not be secure until the completed form has been reviewed and approved by the Student Coordinator.

**Approved** (Student Coordinator Initials) \_\_\_\_\_ **Date** \_\_\_\_\_

Form given to PR director from student coordinator on \_\_\_/\_\_\_/\_\_\_

\*If you need more space for the participant signatures, please use the space bellow.

