

# MASON HALL EVENT SCHEDULING REQUEST FORM

Submit completed form to the School of Music Office; all requests subject to approval.

Today's Date \_\_\_\_\_

Note: You may submit partially-completed form if complete details are not yet determined.

Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Please check one:

Standard set-up/break-down time (1/2 hour before & after)

Special set-up/break-down time

Time needed before event \_\_\_\_\_

Time needed after event \_\_\_\_\_

Venue:  Rosch  Diers  Other \_\_\_\_\_

Rehearsal(s) Requested (rehearsal requests are not final until you have received confirmation from the Music Office)

*Indicate date(s) and time(s)*

Dress Rehearsal \_\_\_\_\_

Other Rehearsal(s) \_\_\_\_\_  
\_\_\_\_\_

Performing Group

Curricular ensemble  SA-approved organization  Not directly affiliated with the campus

MUS 120 event

(501(c)3 status: yes/no)

Event Title \_\_\_\_\_

Event Description (required) \_\_\_\_\_  
\_\_\_\_\_

Anticipated Audience Attendance \_\_\_\_\_

This event is:  FREE  Ticketed

Contact Person \_\_\_\_\_

e-mail (required) \_\_\_\_\_

Home phone (required) \_\_\_\_\_

work phone (required) \_\_\_\_\_

cell phone (required) \_\_\_\_\_

Faculty advisor (if student event) \_\_\_\_\_

Faculty signature (if student event) \_\_\_\_\_

**Production Equipment** (please provide as much information as you can at this time)

\_\_\_\_\_ Chairs

\_\_\_\_\_ Lectern

\_\_\_\_\_ Microphone(s)

\_\_\_\_\_ Stands

\_\_\_\_\_ Stools

\_\_\_\_\_ Projector & Screen

\_\_\_\_\_ Conductor's Podium

\_\_\_\_\_ Tables

\_\_\_\_\_ Choral Risers (for \_\_\_\_\_ performers)

**Keyboards** (keyboard usage must be scheduled 3 weeks in advance to facilitate tuning)

\_\_\_\_\_ Piano

\_\_\_\_\_ Harpsichord (not available in Diers)

*All scheduling requests are subject to approval by the School of Music*

---

---

## FOR SCHOOL OF MUSIC USE ONLY

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Scheduling Coordinator  
Piano Tech

Facilities Manager  
SRT

Ensemble Director/Advisor  
Community Relations