

APPLICATION FOR CONSERVATORY EVENT

SPONSORING FACULTY _____ DATE _____

EMAIL _____ PHONE _____

PERFORMER NAME _____ INSTRUMENT _____

☐ Faculty Recital

☐ Guest Lecture

☐ Guest Recital

☐ Guest Master Class

☐ Other Event (*please specify*) _____

Recitals must be scheduled during academic weeks in predesignated slots, beginning at the following times:

- Tuesdays – Fridays: 4:30 or 7:30 pm
- Saturdays & Sundays: 12:30, 2:30, 4:30, or 7:30 pm

All other events are scheduled according to specific protocol. Please refer to the *Policies & FAQs* posted on the Conservatory Productions website or contact the office for more information.

Events may not be scheduled on Mondays, against large ensemble or Artist Recital Series concerts, or against any conservatory-sponsored event of the same instrument.

Go to the Web App website to locate available dates/times (<https://oberlin.emscloudservice.com/web/Default.aspx>) and list below a maximum of three dates/times in order of preference.

	Event Date	Day of Week	Event Time	Venue
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

☐ I am requesting a harpsichord, portatif organ or fortepiano for this recital.

Signature of sponsoring faculty is required:

Sponsoring Faculty

Submit to Conservatory Productions. A confirmation of your performance date will be sent via email.

Conservatory Productions | conpro@oberlin.edu | 440.775.8610 | Bibbins 125 | oberlin.edu/conservatory-productions

Office Use Only

DATE _____ DAY _____ TIME _____ VENUE _____
INITIALS _____ Comments _____