

Office use only:	Reservation #:	Backline Yes [] No []	Confirmation Sent []
		Record []	Entered in EMS []
	Service Order #:	Stream or Zoom []	Recording Sent []

Concert Sound Request Form

REQUESTS WITH FEWER THAN TWO WEEKS' NOTICE WILL INCUR EXTRA FEES AND RISK DENIAL

Date of event: _____ Day of the week: _____

Start time of event: _____ End time: _____ Venue reservation times: _____

Sound load-in time: _____ Artist load-in time: _____ Sound check time: _____

Title of event: _____ Opening Act: _____

Venue for event: _____ Expected number of attendees: _____

Event description and audio requirements: _____

Please include the following: Artist/Speaker arrival time to the venue, type of event (e.g., DJ, concert, lecture, theater group, etc.), and any other information that might be useful. Attach Technical Rider and Stage Drawing when applicable.

What peripheral services are needed (e.g. lights, backline)? _____

Equipment such as wireless microphones and backline (e.g., instrument amplifiers, drums, keyboard, DJ turntables, etc.) is available at an additional cost. Backline rentals require a minimum of *two weeks'* processing time.

Do you want/need an audio recording of the event? (Note: Additional fee will apply.) Yes No
A signed permission waiver from the artist/speaker must be provided to record your event.

Do you want/need to live-stream the event? (Note: Additional fee will apply.) Yes No
A signed permission waiver from the artist/speaker must be provided to record your event.

Events that require trucking of equipment will incur a delivery fee.

Sponsoring organization (required): _____

Account number - FOAP (required): _____

Contact person from your staff/organization for day of event: _____

Phone number for contact: _____

Name of person filling out this request: _____

Phone number: _____ E-mail address: _____

Signature: _____ Date: _____

CONCERT SOUND ARRANGEMENTS REQUIRE ADVANCED NOTICE DUE TO STAFFING AND EQUIPMENT AVAILABILITY. WE WILL FULFILL YOUR REQUEST TO THE BEST OF OUR ABILITY. FINAL ALLOCATION OF EQUIPMENT AND STAFF WILL BE DETERMINED THROUGH CONSULTATION WITH CONCERT SOUND STAFF.

LATE REQUEST FEES

8-13 Days Prior to Event	\$50.00
3-7 Days Prior to Event	\$100.00
1-2 Days Prior to Event	\$200.00

Please submit requests in a timely manner to ensure your place on the Concert Sound Schedule.

CANCELLATION FEES

1-7 Days Prior to Event	\$50.00
24 Hours or Fewer	HALF CHARGE

Please cancel requests in a timely manner to allow others a place on the Concert Sound Schedule.

**SUBMIT REQUESTS TO: involvement@oberlin.edu or
The Office of Student Leadership & Involvement, Wilder 111**

Questions? Visit Concert Sound: Wilder 317 Call us: 440-775-6703 Email us: csound@oberlin.edu