

APPLICATION FOR STUDENT ORGANIZATION EVENT IN A CONSERVATORY VENUE

This form is required in order to book conservatory space for any event sponsored by a student organization, including guest recitals (SOGR) and guest master classes and lectures (SOGMC). Please carefully read the information below before filling out the form on the reverse side. It **must** be signed by the faculty advisor before it can be processed by Concert Production.

This form is to be completed by a student representing the student organization only. Though the approval of the faculty advisor is required and to be indicated by signature, faculty may not book events on behalf of any student organization.

SOGR and SOGMC may not be scheduled on against large ensemble or Artist Recital Series concerts, or against any guest master class or degree, faculty, or guest recital of the same instrument.

Due to the heavy concentration of student degree recitals and dress rehearsals, ***no SOGR or SOGMC may be scheduled during the six weeks following Spring Recess.***

Venues available at the conservatory for SOGR and SOGMC are Bibbins classrooms, Kulas and Stull Recital Halls, the Birenbaum and Warner Concert Hall. If requesting a non-conservatory venue, the student organization will be responsible for contacting the appropriate scheduling office.

SOGR may be scheduled for the following times:

- One month in advance prior to Thanksgiving break or Spring break
- Beginning at 9 a.m. the Friday of the preceding week for requested dates between Thanksgiving and the beginning of fall
- One month in advance for dates during fall and spring reading period

SOGMC may be scheduled for the following times:

- Mondays through Fridays: between noon to 1:30 pm, or any time after 4:30 pm
 - NOTE: This is to avoid conflict with academic classes taking place on weekdays. Authorization from the administration will be required for master classes and lectures that are requested outside of these times.
- Saturdays and Sundays: No time restrictions for master classes and lectures

Student organizations will be required to produce all aspects of the events they sponsor. This may include:

- advertising the event in the Online Events Calendar & production of a Conservatory hallway tv monitor slide
- producing printed programs
- producing and putting up posters
- providing staffing (ushers, stage crew, etc.) *^{\$}Staff will need to be hired for Birenbaum & Warner.*
- arranging for special instrumental or stage setup needs
- working directly with Event Production to anticipate and manage such audio needs as recording and sound reinforcement. Event Production requires all requests to be submitted a minimum of two weeks prior to the event.

eventpro@oberlin.edu | 440.775.6703 | Wilder 317

TO ARRANGE FOR:

- Harpsichord: contact dkazimir@oberlin.edu (David Kazimir)
- Keyboard Tuning and Prepared piano: contact jcavanau@oberlin.edu (John Cavanaugh)
- Event Production^{\$} (sound reinforcement): contact eventpro@oberlin.edu
- Staffing^{\$} (ushers/stage crew): contact conpro@oberlin.edu

**IF YOU POSTPONE, CANCEL, MOVE, OR OTHERWISE CHANGE YOUR EVENT DETAILS
YOU MUST CONTACT CONCERT PRODUCTION**

Once all required signatures and approvals are submitted to the Concert Production office, a confirmation of your performance date and venue will be sent via email.

Concert Production | conpro@Oberlin.edu | 440.775.8610 | Bibbins 125 | oberlin.edu/concert-production

Office Use Only			
DATE _____	DAY _____	TIME _____	VENUE _____
INITIALS _____	NOT TO BE SUPPORTED _____	Comments _____	

APPLICATION FOR CONSERVATORY EVENT SPONSORED BY A STUDENT ORGANIZATION

Please carefully read the reverse side before completing this form.

Please use blue or black ink.

STUDENT ORGANIZATION _____ DATE _____

STUDENT CONTACT _____

CONTACT EMAIL _____ CONTACT PHONE _____

PERFORMER NAME(S) _____ INSTRUMENT(S) _____

FOAP # _____ Billing OCMR: _____

☐ Guest Recital ☐ Guest Lecture ☐ Other Event (*please specify*)

☐ Guest Master Class ☐ Q & A Session _____

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

**Events may not be scheduled 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	_____	_____	_____	_____

Signatures required:

(1) _____
Faculty Advisor: Print Name Faculty Advisor: Signature

(2) _____
Con Pro: Print Name (Venue HOLD) Con Pro: Signature (Venue HOLD)

(3) _____
Office of Student Leadership & Involvement/
Contract Complete: Print Name Office of Student Leadership & Involvement/
Contract Complete: Signature

(4) _____
Concert Sound: Print Name Concert Sound: Signature
if sound reinforcement needed/tech rider approval

(5) _____
Con Pro: Print Name (Venue CONFIRMED) Con Pro: Signature (Venue CONFIRMED)