

Office use only:	Backline Yes [] No [] R:	Confirmation Sent []
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Concert Sound Request Form

REQUESTS MUST BE SUBMITTED TO THE STUDENT UNION OFFICE, Wilder 111 or via email to student.union@oberlin.edu

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: _____

Description of event & type of sound reinforcement needed: _____

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 when applicable.

Does this event need to be recorded? (Note: additional fee will apply.) Yes No
 A signed permission waiver from the artist/speaker must be provided to record your event.

What peripheral services are needed (e.g. lights, backline)? _____
 Equipment such as wireless microphones and "backline" (guitar amplifiers, drums, DJ turntables, etc.) is available at an additional cost. Backline rentals require a minimum of **two weeks'** processing time.

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

Sponsoring organization (required): _____

Account number - FOAP (required): _____

REQUESTS SUBMITTED WITH FEWER THAN TWO WEEKS' NOTICE MAY BE DENIED

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: _____
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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.

REQUESTS SUBMITTED WITHIN 14 DAYS OF YOUR EVENT WILL BE SUBJECT TO A PROGRESSIVE LATE FEE IN ADDITION TO CHARGES FOR OUR SERVICES.

4-13 Days Prior to Event	\$50.00
1-3 Days Prior to Event	\$100.00
24 Hours or Fewer	\$200.00

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

CANCELLATIONS MUST BE MADE AT LEAST ONE WEEK PRIOR TO SOUND CHECK TO AVOID PAYING A CANCELLATION FEE.

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.