

REQUEST FOR SOUND REINFORCEMENT

Oberlin College Student Invoice Personal/Outside Invoice
 Departmental Invoice: FOAP# _____ - _____ - _____

Name: _____ T# _____
Email: _____ Address: _____
Phone: _____ City/St/Zip _____

STUDENT DEGREE RECITAL **CONCERT** **RECORDING**

Performer/Group: _____
Concert: _____ Location: _____
Date: / / Time: am/pm Instrument: _____
Hall reserved from: am/pm to am/pm

PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR REQUEST!

You must schedule the venue through Concert Productions prior to requesting our services. We need **90 minutes** before the concert starts, and time after the concert to strike. We can only provide sound reinforcement in **Warner Concert Hall, Kulas Recital Hall, Finney Chapel, the Cat in the Cream**, and grand piano reinforcement in **Stull Recital Hall**.

Unless scheduled as a Conservatory Event, a rate of **\$35/hour** plus media will be charged. Requests must be submitted at least **TWO WEEKS** prior to the event. Please note if you are requesting sound reinforcement for your Dress Rehearsal, you are subject to a charge of \$35/hour. We provide SR services free of charge for recorded Student Degree Recitals, Faculty Recitals, and Conservatory Ensembles.

We will contact you to confirm services. *Audio Services cannot be requested on Mondays, and may not be available during fall, winter, and spring breaks, and holidays.*

On the reverse side, please indicate instrumentation of your piece, draw diagrams of your stage setup, and indicate what you think needs to be amplified. The Director of Audio Services will determine the equipment and personnel required. A student engineer will operate the equipment. *(Please note that we cannot rent equipment for you to operate yourself.)*

PLEASE SUBMIT COMPLETED FORM TO CON AUDIO (Central 33, conaudio@oberlin.edu) at least **TWO WEEKS** prior to the event.

Signature of person submitting form

Date

Conservatory Audio Services Department
Central Room 33 (440) 775-8272 conaudio@oberlin.edu

Revised 3/2016