

## SERVICE CANCELLATION FORM

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

*This form must be submitted at least **1 week** prior to your scheduled event to avoid any charges.*

I, \_\_\_\_\_ would like to cancel my  
previously scheduled appointment with the Audio Department for my:

Degree Recital Recording

Degree Recital Streaming

\_\_\_\_\_  
(Date and time)

Recording Session

\_\_\_\_\_  
(Date, time, concert/venue)

Sound Reinforcement

\_\_\_\_\_  
(Date, time, concert/venue)

Today's Date:     /     /

T#

Name:

Phone:

OCMR#

Email:

\_\_\_\_\_  
*Signature*

Rev. 06/2015

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