**Application for Conservatory Event**

**SPONSORING FACULTY**  **DATE**

**EMAIL** **PHONE**

**PERFORMER NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **INSTRUMENT**

[ ]  Faculty Recital [ ]  Guest Lecture **\*\*** [ ]  Ensemble Recital

[ ]  Guest Recital **\*\*** [ ]  Q & A Session [ ]  Other Event (*please specify*)

[ ]  Guest Master Class **\*\*** [ ]  Studio Recital

**\*\**Requires the signature of the appropriate conservatory division director.***

**Recitals** must be scheduled during academic weeks in predesignated slots, beginning at the following times:

* + Tuesdays – Fridays: 4:30 or 7:30 pm
	+ Saturdays & Sundays: 1:30, 3:00, 4:30, or 7:30 pm

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

***Events may not be scheduled on Mondays, against large ensemble or Artist Recital Series concerts,***

***or against any conservatory-sponsored event of the same instrument.***

Go to the Virtual EMS website to locate available dates/times (http://emsweb.cc.oberlin.edu/VirtualEMS/) and list below a maximum of three dates/times in order of preference.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Event Date |  | Day of Week |  | Event Time |  | Venue |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

[ ]  I am requesting a harpsichord, portatif organ or fortepiano for this recital.

**Signature of sponsoring faculty is required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sponsoring Faculty

**\*\*Signature of the appropriate conservatory division director:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Division Director Printed Name Division Director Signature

Submit to Concert Production Office. A confirmation of your performance date will be sent via email.

**Concert Production**  | conpro@oberlin.edu | 440.775.8610 | Bibbins 125 | http://new.oberlin.edu/office/concert-production/

**Office Use Only**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY \_\_\_\_\_\_\_\_ TIME VENUE

INITIALS \_\_\_\_\_\_ [ ]  Online [ ]  Poster Confirmation [ ]  Fall / Spring Events Cal. [ ]  Other