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

* + Tuesdays through Fridays: 4:30 or 7:30 pm
	+ Saturdays and Sundays: 1:30, 3:00, 4:30, or 7:30 pm
	+ ***No recitals may be scheduled for Mondays.***

SOGMC may be scheduled for the following times:

* + Mondays through Fridays: between noon to 1:30 pm, or any time after 4:30 pm
		- This is in order 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: There are no 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
* producing printed programs
* producing and putting up posters
* providing staffing (ushers, stage crew, etc.) *$Staff will need to be hired for Clonick, Birenbaum & Warner.*
* arranging for special instrumental or stage setup needs
* working directly with Audio Services to anticipate and manage such audio needs as recording and sound reinforcement. Audio Services requires all requests to be submitted a minimum of two weeks prior to the event.

conaudio@oberlin.edu | 440.775.8272 | Central 33

To arrange for:

* Harpsichord (tuning/move): contact Mark.Edwards@oberlin.edu
* Prepared piano: contact John.Cavanaugh@oberlin.edu
* Audio Services*$* (sound reinforcement): contact conaudio@oberlin.edu
* Staffing*$* (ushers/stage crew): contact Marjorie.Gold@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 | <http://new.oberlin.edu/office/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

**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 |  |  |  |  |  |  |  |

**Signatures required:**

(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Advisor: Print Name Faculty Advisor: Signature

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ConPro: Print Name (Venue HOLD) ConPro: Signature (Venue HOLD)

(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Union/Contract Complete: Print Name Student Union/Contract Complete: Signature

(4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Con Audio/Concert Sound: Print Name Con Audio/Concert Sound: Signature

*\*if sound reinforcement needed/tech rider approval\**

(5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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