

APPLICATION FOR CONSERVATORY EVENT

SPONSORING FACULTY _____ DATE _____

EMAIL _____ PHONE _____

PERFORMER NAME _____ INSTRUMENT _____

- Faculty Recital
- Ensemble Recital
- Q & A Session
- Other Event (*please specify*)
- Studio Recital
- _____

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: 12:30, 2:30, 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 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 _____	_____	_____	_____

Dress rehearsal request (up to 2 hours may be requested):

Date/Day of week: _____ Time: _____

- I am requesting a harpsichord, portatif organ, fortepiano or prepared piano for this recital.

NEXT STEPS:

- Email this application to Concert Production (conpro@oberlin.edu).
- Once we are able to verify availability of your request(s), a confirmation email will be sent to you.

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 Google Calendar Events Calendar Other _____