

Office use only:	Entered in EMS []	R:	Confirmation Sent []
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Concert Sound Office Wilder 317 Phone: 440-775-6703 Fax: 440-775-8480

Concert Sound Request Sheet

Date of event: _____ Day of the week: _____

Start time of event: _____ End time of event: _____

Preferred load-in time: _____ Sound check time: _____

Title of event: _____

Venue for event: _____ Expected number of attendees: _____

Description of event & type of sound reinforcement needed: _____

Please include the following: speaker/performer arrival time to the venue, the type of event (e.g. band concert, lecture, theater group, etc.), and any other information that might be useful. Attach Technical Rider when applicable.

Does this event need to be recorded? (Note: additional fee will apply.) Yes No
A signed permission waiver from the speaker/performer must be provided to record your event.

What peripheral services are needed? (e.g. lights, backline) _____
Concert Sound can provide guitar amplifiers, wireless microphones, DJ turntables, etc. at an additional cost. Please specify special needs at least *two weeks* in advance.

College events held off-campus and some larger events may incur a delivery fee.

Sponsoring Organization (*required*): _____

Account Number (*required*): _____
{A \$50 MINIMUM FEE IS CHARGED TO ALL EVENTS}

Contact person from your staff/organization for this event: _____

Phone number for contact: _____

Name of person filling out this request: _____

Phone number: _____ E-mail address: _____

Applicant Signature: _____	Date: _____
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CONCERT SOUND ARRANGEMENTS REQUIRE ADVANCED NOTICE DUE TO STAFFING AND EQUIPMENT AVAILABILITY. WE WILL FULFILL YOUR REQUEST TO THE BEST OF OUR ABILITY. FINAL ALLOCATION OF EQUIPMENT AND STAFF WILL BE DETERMINED THROUGH CONSULTATION WITH CONCERT SOUND STAFF.

REQUESTS SUBMITTED WITHIN TEN DAYS OF YOUR EVENT WILL BE SUBJECT TO A PROGRESSIVE LATE FEE IN ADDITION TO CHARGES FOR OUR SERVICES.

3-9 Days Prior to Event	\$50.00
1-2 Days Prior to Event	\$100.00
24 Hours or Fewer	\$200.00

Please submit requests in a timely manner to ensure your place on the Concert Sound Schedule.

CANCELLATIONS MUST BE MADE AT LEAST ONE WEEK PRIOR TO SOUND CHECK TO AVOID PAYING A CANCELLATION FEE.

1-7 Days Prior to Event	\$50.00
24 Hours or Fewer	HALF CHARGE

Please cancel requests in a timely manner to allow others a place on the Concert Sound Schedule.

Requests must be submitted to the Student Union Office, Wilder 111 or via email to student.union@oberlin.edu