



## Guest Artist Recital or Masterclass Request Form

### Faculty Artist Recital and Studio Recitals (not already scheduled)

- Submit this request, along with the Guest Artist Contract Information Form to the Director, School of Music four-six weeks before the event.
- This form **must be completed and approved** before requesting rooms and/or Performance Facilities services.
- If requesting an audio recording, please complete the required form with Performance Facilities.
- This form must be completed by School of Music faculty only.
- A signed copy of this form will be returned to faculty member to make arrangements for rooms and/or Performance Facilities services, at least four weeks in advance. It is also the responsibility of the faculty member to arrange to have the piano tuned and for an accompanist at least three weeks in advance.

Name of Artist: \_\_\_\_\_

What service will artist provide?

\_\_\_ Guest Artist Recital

\_\_\_ Faculty Artist Recital

\_\_\_ Guest Artist MC

\_\_\_ Studio Recital

\_\_\_ Other: \_\_\_\_\_

Date(s) of service(s): \_\_\_\_\_ Time(s) of service(s) : Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Place(s) where services take place: \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

Will this be open to the public? \_\_\_yes \_\_\_no

Instruments or equipment needed: \_\_\_\_\_

Requesting Faculty Member signature: \_\_\_\_\_

To be completed by the Director, School of Music

Require an estimate from Performance Facilities \_\_\_yes \_\_\_no

Will this be a ticketed event? \_\_\_yes \_\_\_no

Event notes from Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Director, School of Music

Funding: \_\_\_\_\_