Guest Artist Recital, Master Class, Faculty Artist Recital, and Studio Recitals Request Form
(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.
- This form must be completed by School of Music faculty only
- A signed copy of this form will be returned to the 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 Master Class
___Studio Recital  ___Other__________________________________________________

Tentative Date(s) of service(s)_______________ Time(s) of service(s) Start time_____ End time_____

Place(s) where services will take place_____________________________________________________

How many people are expected to attend____________  Will this be open to the public? ___yes ___no

*If a performance, are you requesting it to be?  ___Audio Recorded  ___Live Streamed

*Any Guest Artists, outside of CFA, will be required to sign a Guest Artist Authorization Form provided by Performance Facilities.

List of 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
- SOM will pay for audio recording? ___yes ___no  for live streaming? ___yes ___no
- Event notes from Director:

Approved___________________________________________________ Date_____________________

Funding:_____________________________________________________

If SOM declines this request, the performers are responsible for payments to Performance Facilities.