PERFORMANCE HALL REQUEST FORM

OPHELIA PARRISH BUILDING
TRUMAN STATE UNIVERSITY

This form constitutes a **request only** until confirmed in writing
By the Music Department staff.

PLEASE PRINT:
Use a separate form for each recital, concert, dress rehearsal, preliminary, etc.

Title and type of event _____
(**SPECIFY ABOVE- INSTRUMENT, VOCAL, OR TYPE OF GUEST ARTIST)**

Check if applicable: ☐ Junior Recital ☐ Senior Recital ☐ Graduate Recital ☐ Non-Degree Recital

Date of event _____, 200___
Time performance will begin _____ *(only fill this in if the event is to be posted on University Master Calendar of Events)*

Please **CIRCLE** whether this is a Performance, Recital/Rehearsal/Preliminary – list time block preferred (**see below**) - first choice_____ second choice _____

TIME BLOCKS:
Monday – Sunday 9:30-11:30, 11:30-1:30, 1:30-3:30, 3:30-5:30, 5:30-7:30, 7:30-9:30
(Start Times would be: 10:00am, 12:00, 2:00pm, 4:00pm, 6:00pm, and 8:00pm)
Recitals, Preliminaries and rehearsals are allotted a two-hour time block, which includes set-up time, performance time, and clean-up time. **One preliminary and one rehearsal time will be allowed per recital**. Please check the University Master Calendar on the Truman website to avoid conflicts with other campus events and refer to the OP Performance Hall Calendar on Campus Pipeline to check availability of dates.

_____
(PRINT) Requestor Name Local Address Phone Email

_____ _____ _____
(PRINT) Music Faculty Name Music Faculty Signature Accompanist Signature

Equipment needed for event: (# of chairs, stands, etc) _____
_____

Would you like to have this event recorded? (Please check YES ____ or NO _____) If yes, this form must be submitted with a check for $10 payable to Fine Arts. A recording confirmation will be e-mailed to you. If you have any questions about recording, contact Professor Tim AuBuchon at 785-4412 or aubuchon@truman.edu.

Would you like to have this event approved for credit for MUSI 279, Recital and Concert Attendance? Check one only if this request form is for a performance date. (YES _____ or NO _____)
Rehearsals and preliminary juries are not eligible for recital and concert attendance credit. If this event is approved, confirmation will be emailed to you.

After receiving this request the Fine Arts Division Office staff will assess the Performance Hall availability. Upon approval of this request, the music faculty member will be given a copy of the request form stamped approved. The music faculty member will then convey this information to all parties involved.

Office Use Only
Received _____ Confirmed by: _____ (09-06-2006 revised)