



## 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.*