

Submit this request, along with the Guest Artist Contract Information Form to the Director, School of Music, four-six weeks before the event.

- x This form must be completed and approved before requesting rooms and/or Performance Facilities services.
- x This form must be completed by School of Music faculty only
- x 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 to be? Audio Recorded Live Streamed

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

List of instruments or equipment needed _____

Requesting faculty member signature _____

To be completed by the Director, School of Music

- x Require an estimate from Performance Facilities yes no
- x