



MARSH AUDITORIUM RESERVATION REQUEST FORM

Office Use Only

Date: _____

Time: _____

Initials: _____

Check here if you have previously booked this event and need to **CHANGE THE DATE** with this form.
If so, list your original date: _____, 20____.

Contact and Event Information: *(Please print.)*

Individual/Event Name:			Instrument:		
Day of Event <i>(Submit 3 Choices in Priority Order)</i>	1st Choice Date: _____ 20____	2nd Choice Date: _____ 20____	3rd Choice Date: _____ 20____		
In which course of recital are you enrolled? <input type="checkbox"/> MUP 370 <input type="checkbox"/> MUP 395 <input type="checkbox"/> MUP 470 <input type="checkbox"/> MUP 670 <input type="checkbox"/> MUP 870	Start/End Time of Event <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____	Start/End Time of Event <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____	Start/End Time of Event <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____		
	Room Reservation (Load in/out or rehearsal prior to performance): <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____	Room Reservation (Load in/out or rehearsal prior to performance): <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____	Room Reservation (Load in/out or rehearsal prior to performance): <input type="checkbox"/> a.m. _____ <input type="checkbox"/> a.m. _____ <input type="checkbox"/> p.m. _____ <input type="checkbox"/> p.m. _____		
	Type of Ensemble:		Anticipated Degree (If student recital)		
Contact Person:	<i>(First Name)</i> _____		<i>(Initial)</i> _____	<i>(Last Name)</i> _____	
Mailing Address:			<i>(City)</i> _____	<i>(State)</i> _____	<i>(Zip)</i> _____
Telephone Number:	() _____		Alternate Number:	() _____	
Email:			<i>My signature indicates that I have verified that the dates submitted are agreeable to all parties concerned, i.e., accompanist, committee, etc.</i>		
FACULTY SIGNATURE:					

Publicity: To request publicity for all performances, contact Alison Crumpton, Southern Miss School of Music, 601.266.6121.

Please send Ms. Crumpton a vita/bio/photograph to Box 5081 two weeks prior to the performance.

Charges: A minimum charge of One Hundred Fifty Dollars (\$150) will be assessed to clean the venue if the venue is found in disarray after the event. *(No exceptions.)*

Performance times must adhere to these times:

Type of Reservation Requested <i>(check one)</i>		
<input type="checkbox"/> Faculty Recital	<input type="checkbox"/> Ensemble Rehearsal	<input type="checkbox"/> Orchestra
<input type="checkbox"/> Student Recital	<input type="checkbox"/> Ensemble Event	<input type="checkbox"/> Opera
<input type="checkbox"/> Guest Artist	<input type="checkbox"/> Auditions/Master Class	<input type="checkbox"/> Recording
Is there a charge for admission? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes: Admission \$ _____		USM ID/Senior \$ _____

Description <i>(check one)</i>	
Faculty/Guest:	<input type="checkbox"/> Faculty Recital <input type="checkbox"/> Guest Recital
	<input type="checkbox"/> Faculty/Guest Combination Recital
Graduate:	<input type="checkbox"/> Solo Recital <input type="checkbox"/> Duo Recital <input type="checkbox"/> Chamber Recital
	<input type="checkbox"/> Ensemble Recital <input type="checkbox"/> Master's Recital
	<input type="checkbox"/> Doctoral Recital <input type="checkbox"/> Lecture Recital
Undergraduate:	<input type="checkbox"/> Freshman Recital <input type="checkbox"/> Sophomore Recital
	<input type="checkbox"/> Junior Recital <input type="checkbox"/> Senior Recital <input type="checkbox"/> Chamber Music
Outside & Student Groups (\$300 fee):	

	Monday	4:00 p.m.	8:30 p.m.	
	Tuesday, Wednesday, Thursday, Friday	4:00 p.m.	6:00 p.m.	7:30 p.m.
Saturday	10:30 a.m.	1:00 p.m.	2:30 p.m.	4:00 p.m.
Sunday		2:30 p.m.	4:00 p.m.	6:00 p.m.
			7:30 p.m.	

SUBMIT FORM to PAC 112 WHEN COMPLETED and SIGNED.