

MARSH AUDITORIUM RESERVATIONS

GRADUATE STUDENTS **PRIORITY** RESERVATION PERIOD:
AUGUST 24th THROUGH SEPTEMBER 4th

UNDERGRADUATE STUDENTS ENROLLED IN MUP 370, MUP 395,
MUP 470, MUP 670 or MUP 870 **PRIORITY** RESERVATION PERIOD:
SEPTEMBER 8th THROUGH SEPTEMBER 18th

All others may reserve after September 18th; faculty may reserve at any time.

How to Reserve Marsh Auditorium

1. Download the reservation form from the School of Music web site: www.usm.edu/music (Go to the "Faculty/Staff" tab and scroll to the bottom for the "Forms" link.)
2. Complete the form in its entirety. (Be sure to have a choice of three dates for your event.)
3. Students must have faculty signature to verify that the dates chosen will work for all parties concerned, i.e. faculty, committee, accompanist, etc.
4. Submit the form to **PAC 112**.
5. You will receive an email confirmation of your reservation. Please print a copy of the conformation and keep with you for verification purposes.

