

## Request for Calendar of Events Listing

Today's Date: \_\_\_\_\_

**♦ IMPORTANT: MAKE SURE YOUR EVENT IS WRITTEN ON THE PC RESERVATION "DATE SHEETS" TO HOLD THE SPACE. ♦ OFF CAMPUS EVENTS SHOULD BE WRITTEN IN THE NOTES SECTION TO AVOID DOUBLE BOOKING.** The primary function of the Mason Hall PC is recitals, ensemble performances and ensemble rehearsals sponsored by the David L. Walters Department of Music. Once an event has been processed and added to our electronic calendar, **any revisions must be done on a *Calendar of Events Revision Form*.**

<b>What Day of the Week is your event?</b>	
<b>Calendar Date of Event:</b>	

**NAME OF EVENT:**

\_\_\_\_\_

Requester's Name: \_\_\_\_\_

Who is responsible for cleanup and resetting of facilities? \_\_\_\_\_

Your Email address: \_\_\_\_\_

Your Telephone #: \_\_\_\_\_

Is this event to be held in the Mason Hall Performance Center? YES  NO

Is this event to be listed on the website? YES  NO

If not, where will the event be held? \_\_\_\_\_

Will TICKETS be sold for this event? NO  YES

If YES, WHERE can TICKETS be purchased?

\_\_\_\_\_ Location / Contact Person

\_\_\_\_\_ Phone No.:



- **STANDARD PERFORMANCE TIME:**  
**MON-FRI: 7:30 P.M. ♦ SAT. & SUN.: 3:00 P.M., 5 P.M. AND 7:30 P.M.**
- The Department Head Must Approve Any Deviation From Standard Time.

**Performance Start Time:** \_\_\_\_\_

**Primary Instrument or Voice Classification:** \_\_\_\_\_

**Performance End Time:** \_\_\_\_\_

**What time will you start setting up for event?** \_\_\_\_\_

**IMPORTANT:**

Programs for this event should be on 8 ½" x 11" paper. The Department requires 12 copies of the printed program for inclusion in the annual PROGRAM BOOK. Programs must be received by the end of the Spring semester. The Standard Format for junior recital programs is available on the web:  
[http://www.jsu.edu/music/student\\_resources.html](http://www.jsu.edu/music/student_resources.html)

\_\_\_\_\_  
 Signature of Requestor

\_\_\_\_\_  
 Signature of Applied Instructor  
 (Required for all Junior & Senior Recitals)

Note: Classroom reservation is available only through the Music Office (201 MH). Band Room space, other than regularly scheduled ensemble rehearsals are reserved through University Bands (304 MH).