Faculty Event Request Form
University of Oklahoma – School of Music

- All performances and events occurring in the OU School of Music performance halls must be requested a minimum of 30 days in advance.
- Events scheduled after July 1 of each year will not be included in the annual College of Fine Arts publication booklet.
- Last performance day for Series events, Guest Artist events, and Faculty events:
  - Fall (Sunday, of week 10)
  - Spring (Sunday, of week 9)

Ensemble Name: __________________________________________

OR

Name and instrument of performers: __________________________________________

Please select one of the following options:

☐ Sutton Concert Series  (Ticketed event – OU sponsored ensemble)
☐ Sutton Artist Series  (Ticketed event – OU faculty solo/chamber concert)
☐ Norton Artist Series  (Ticketed event – Guest performer)
☐ Boggess Organ Recital Series  (Ticketed event – Guest organist)
☐ Masala World Music Series  (Ticketed event)
☐ Ruggles Native American Music Series  (Ticketed event)
☐ Faculty Recital  (Non-ticketed event)
☐ Guest Artist Recital  (Non-ticketed event)
☐ Studio Recital  (One per semester)
☐ Guest Artist Master Class
☐ Other

Requested Performance Date:

1st Choice: ____________________________
(Day of Week, Month, Day, Year)

☐ 8:00PM (Monday– Sunday)
☐ 3:00PM (Sunday Matinee)
☐ Other

☐ Paul F. Sharp Concert Hall
☐ Morris R. Pitman Recital Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other

2nd Choice: ____________________________
(Day of Week, Month, Day, Year)

☐ 8:00PM (Monday– Sunday)
☐ 3:00PM (Sunday Matinee)
☐ Other

☐ Paul F. Sharp Concert Hall
☐ Morris R. Pitman Recital Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other

3rd Choice: ____________________________
(Day of Week, Month, Day, Year)

☐ 8:00PM (Monday– Sunday)
☐ 3:00PM (Sunday Matinee)
☐ Other

☐ Paul F. Sharp Concert Hall
☐ Morris R. Pitman Recital Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other

May this event be live streamed?  ☐ Yes  ☐ No

Please fill out reverse side.
STAGE PLOT

Name: ________________ Date/Time: ________________ Venue: ________

Fall / Spring Week: ____

Live Stream: YES / NO

Needed Items
•
•
•
•