

# BUTLER UNIVERSITY – JORDAN COLLEGE OF FINE ARTS

## STUDENT EVENT SCHEDULING FORM

*This must be completed, signed and returned to Rissa Guffey (LH138C) for processing at least 3 weeks prior to all performances or 1 week prior to any rehearsals. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.** If you need to cancel a performance, it must be done by email or in person at least 48 hrs prior or you will be charged \$30.*

NAME & ID #: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE(S): \_\_\_\_\_ ACCESS TIME: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

### **CHECK ALL THAT APPLY**

#### **EVENT TYPE:**

Instrument/Voice Type \_\_\_\_\_

- Graduate Recital       Senior Recital  
 Junior Recital       Sophomore Recital  
 Freshman Recital       Reception  
 Rehearsal  
 Other \_\_\_\_\_

- LOCATION:**     LH044     LH133     LH141  
 LH145     LH173     LH177     LH139 (Conf. Rm.)  
 LH110     LH112     LH120     LH124  
 Eidson-Duckwall Recital Hall  
 7' Piano     9' Piano     Harpsichord     No Piano  
 Ford Salon     Weedman Lobby     Johnson Rm\*  
\* Check with Rissa Guffey for availability of Johnson Room.  
 Other \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_  
Approximate Attendance \_\_\_\_\_

SERVICES:     Recital Set-up     No Set Up     Table(s)     Other: \_\_\_\_\_

Special Set-up Notes: \_\_\_\_\_ - Use back of form for additional comments, stage/reception area diagram, etc.

\_\_\_\_\_  
*Signature of faculty contact/instructor – for recitals only\*\**

\_\_\_\_\_  
*Date*

**\*\*Faculty sponsor/instructor is responsible for page-turners/ushers (if required), pick-up of programs, and all necessary keys.**

### **REQUIRED RECITAL INFORMATION- READ ALL INFORMATION BELOW**

#### **TYPE OF RECITAL**

Required     Optional     Shared w/(fill out information on line below)

Full Name(s): \_\_\_\_\_ Instrument: \_\_\_\_\_

#### **EVENT RECORDING:**

Yes \_\_\_\_\_ No \_\_\_\_\_ *Off-campus events will NOT be recorded by Butler*

- **Recording fee is \$50.** A check made payable to "Butler University" or cash **must** be given to Rissa Guffey (LH138C) at least one week prior to the recital.
- **You are responsible for bringing your own blank CD-R to your recital.**

**If yes for recording, would you like a separate house manager?** Yes \_\_\_\_\_ No \_\_\_\_\_

\*If you have asked for recording, JCFA will provide a recording technician. This technician will close house doors, change the lights, and record the performance. This person will not be backstage to work as a stage manager/stage hand. If you need someone backstage, then you can either ask one of your peers to do it or you can request a person be supplied through the work study program for a fee of \$15.00/hr. This worker must be requested at least a month in advance.

#### **PROGRAM COPY:** (copy due **three (3) weeks prior** to performance!!)

Performer(s) must submit a hard copy of the program, which must be signed by both the student and faculty instructor, to Joy Rogers. The student must also e-mail a file of the program copy to jroger1@butler.edu. Programs will be ready for pickup in the Music Office on the day of the event. (Please read the blue recital information sheet for guidelines on preparation of programs.)

#### **RECITAL POSTERS:**

When posting flyers for your recital, post them on bulletin boards only; any posters taped onto glass, doors, or walls will be removed. If you send a digital copy of your flyer to rguffey@butler.edu, it will be put on the digital display.

Office use only:       R25       Book       Calendar       OL