



# SPACE REQUEST FORM

Before completing this form, you must submit a request online at  
[https://25live.collegenet.com/brown/#home\\_calendar\[0\]](https://25live.collegenet.com/brown/#home_calendar[0])

Please return form completed with signatures to Event Coordinator in the Music Dept., Orwig Room 101  
at least 3 weeks before your event.

Requests for space and/or equipment less than 3 weeks before your event may not be accommodated.  
Submitting a request is not confirmation of space. You will receive an email to confirm your request.

Requestor: \_\_\_\_\_

Music Faculty Sponsor (required): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Space requested: \_\_\_\_\_

Have you used this space before? \_\_\_\_\_

**\*Music Faculty sponsor must be able to attend the event, and must attend all rehearsals if they are after 5pm or on weekends.**

Student groups only: If your sponsor cannot attend, your event/rehearsal will be contingent upon having a PA available to attend in his/her place.

**PERFORMERS** (Check the box next to the person's name if he/she is a guest of the Music Dept.\*)

- Name: \_\_\_\_\_ Instrument: \_\_\_\_\_
- Name: \_\_\_\_\_ Instrument: \_\_\_\_\_
- Name: \_\_\_\_\_ Instrument: \_\_\_\_\_
- Name: \_\_\_\_\_ Instrument: \_\_\_\_\_

\*If any performer is a guest of the Music Dept., please see Event Coordinator ASAP. Non-Brown guests receiving payment need to complete and return the Supplier/Individual Payee Registration Form **before** arriving on campus. If you have more participants, please continue on a separate sheet.

**PIANOS**

Steinway

Bechstein

Prepared

Placing hands/objects on or in between strings, hammers and dampers.

Will you need all pianos offstage? \_\_\_\_\_

Will you need the piano(s) tuned? \_\_\_\_\_

Non-Music affiliated requests to use the piano requires a tuning (\$110). Using Prepared Piano may incur a setup fee. Event Coordinator will make the arrangements and you will be charged.

**EQUIPMENT/TECH** (Check all that you require. Some things may not be available in all Music spaces.)

Special seating arrangement

If so, explain below.

Audio/CD

Podium

Laptop/iPod hookup

White board

Black chairs:

Projection screen

Music stands \_\_\_\_\_ of 6

Padded musician's \_\_\_\_\_ of

DVD  VCR

Overnight storage

11

Microphones:

\*Production Assistants

Tables:

Lavaliere \_\_\_\_\_ of 1

If checked, how many?

Folding reception \_\_\_\_\_ of 2

Wireless \_\_\_\_\_ of ?

Small folding table \_\_\_\_\_ of 8

On stands \_\_\_\_\_ of 4

Wooden

\_\_\_\_\_  
\*We try to provide at least one PA unless otherwise requested. Note: we do not provide support during the summer or winter break.

Please list what you'll be bringing in the space:

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**We do not provide tech support.** We provide the hall and safety personnel. You are responsible for all design, set up, and operation of audio, visual, lighting and other tech needs. We may require a walk-through of the space before approving the request.

**You must provide your own laptop and dongles if you require a computer during your event.** Order all other instrument/equipment requirements, through Facilities, Media Services or an outside vendor if you cannot provide your own. Please give a copy of order form(s) to Event Coordinator.

**RECEPTION** (If in Grant or Fulton, you may be charged for a custodial cleaning.)

Will you be having food at your event? \_\_\_\_\_ If yes, will food aspect be publicized? \_\_\_\_\_

If yes, what kind of food/drink?

*Note: Alcohol is not allowed to be served without a licensed bartender.*

**PUBLICITY/PRINTED MATERIALS** (For Music Dept. students/groups only. Please indicate how many.)

Programs \_\_\_\_\_ Posters \_\_\_\_\_ Flyers \_\_\_\_\_ Invitations \_\_\_\_\_ Other \_\_\_\_\_

Email all information to Event Coordinator and Student Affairs Coordinator.

**ADMISSION** (Any monies collected must be deposited into a Brown University account.)

Will you be charging admission/asking for donations? \_\_\_\_\_

**RECORDING** The Music Dept. does not pay for recording or provide equipment for recording. If you would like your event formally recorded, you can contact Brown's Media Production Group or Steve Schwartz Schwartz (401-273-7076 or steve@absteve.com).

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Requestor signature

Music Faculty Sponsor signature