



## Event Booking Form – Schulich School of Music, McGill University

Please provide us with some preliminary information about your upcoming event so that we may evaluate how we may best meet your needs.

### Basic Event Information

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|--|--|
| Date of Submission:  |  |
| Event Title:   |  |
| Event Date(s):   |  |
| Hosted by (organization) :   |  |
| Event Organizer or Contact Name/Title:                                       |  |
| Organizer Contact Information (email address, address and telephone number): |  |

|   |                                |
|---|--------------------------------|
| Alcohol Served at Reception? :<br>(SAG permit required) | Yes / No (circle one)          |
| Schedule:   | Arrival time:<br>Setup Period: |
| Hall Requested:   |                                |
| # of Attendees Expected:                                |                                |

## Logistical/Production Requirements

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|--|--|
| Piano:   |  |
| Harpsichord/Portative Organ:<br>(Please specify tuning pitch)  |  |
| Percussion Rental:<br>(List requested instruments.<br>Transportation may be required in some cases.) |  |
| Number of Chairs on Stage:   |  |
| Number of Music Stands on Stage:   |  |
| Risers:<br>(Specify choir or orchestra risers and # of levels)                                       |  |
| Podium needed? :   |  |
| PA System needed? :<br>(Includes one microphone)   |  |

|                     |  |
|---------------------|--|
| Additional Details: |  |
|---------------------|--|