

**ORU MUSIC DEPARTMENT
REQUEST FOR MUSIC DEPARTMENT PERFORMANCE GROUPS/INDIVIDUALS**

(to be completed by requestor)

CONTACT PERSON _____ DATE _____

PHONE _____ email _____

PERFORMER/ENSEMBLE GROUP REQUESTED _____

PERFORMANCE VENUE _____

LOCATION _____

TIME AND DATE OF PERFORMANCE _____

SPECIAL NEEDS/INSTRUCTIONS _____

**APPROVAL/RECOMMENDATION BY MUSIC DEPARTMENT CHAIRMAN
FOR PERFORMANCE GROUPS/INDIVIDUALS**

(to be completed by Music Department)

DATE REQUEST RECEIVED _____

PERFORMANCE GROUP/INDIVIDUAL RECOMMENDED _____

INSTRUCTOR/CONTACT PERSON REFERRED _____

PHONE _____ DATE _____

REQUEST GRANTED _____ REQUEST DENIED _____

Ensemble Instructor/Performer

Chairman of Music Department

Please call the Music Department at 918-495-7500 or email us at music@oru.edu to make performance arrangements. You can also scan and email this form or fax it to 918-495-7502. Requests must be made no later than 30 days in advance of performance date. Payment or compensation for performance must be established in advance with the ensemble director or student.

