Goldstein Center for the Performing Arts Request Form

All formal requests must be emailed to jhorton@gmc.edu. Approval will be based on availability of venue and technical support. **Please submit all requests five (5) business days in advance.**

Name of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to Contact for Coordination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates and Times Requested:

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_ Rehearsal/Live Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Description of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would you like this performance to be: Live-streamed? Yes \_\_ No \_\_ Recorded? Yes \_\_ No \_\_

Does this performance require use of the piano? Yes \_\_ No \_\_

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**STAFF USE ONLY**

*Request forms MUST be completed prior to confirmation of reservation.*

Audio Setup Details:

Lighting Setup Details:

Special Accommodations:

Note: **ALL** presentation materials (PowerPoint, YouTube streams, video files, handouts, etc.) must be submitted and approved at least three days prior to the event.