

EVENT PROMOTION & PRODUCTION FORM

The purpose of this form is to collect information needed to properly provide production and promotion support necessary for upcoming events (e.g. stage setup, program information, technical needs).

<<< PLEASE SUBMIT NO LESS THAN 4 WEEKS BEFORE EVENT. >>>

Email completed form to: musicevents_group@cardmail.louisville.edu

Email program info to [Chad O'Brien](#)

→ Event name: _____

Date: _____ **Time:** _____ **25Live booking confirmed?** Yes No

Event info: Major ensemble Minor Ensemble Special event
 Faculty Artist Recital Guest Artist Degree Recital

Event Venue: Comstock Hall Bird Hall Room 267 Other _____

CONTACT FOR THE EVENT

Name: _____

Phone: _____ **Department area:** _____

UofL Email: _____

CONCERT DESCRIPTION/INFO FOR PROMOTION: (Additional information can be provided via email if needed).

PIANO AND STAGE NEEDS

Piano needed? Yes No | Steinway 53 Old Steinway Hamburg Other _____

Stage Tech? Wireless Mic Speakers Audio Playback
 Corded Mic Mic Stands Curtains Opened

Other needs: (Please note anything else you might need for consideration | Stage set up can be attached to this email).

AUDIO/VISUAL

Basic audio and video capture is provided for every concert held in Comstock and Bird Halls. Video is a single camera, stable wide shot of the entire stage.

Will you be hiring for additional audio or video recording needs? Yes No

What vendor have you hired? _____

To perform what service? _____