

## Music Department EVENTS

### Event Scheduling Guidelines

All event requests should be submitted to the Concert Manager (Bonnie Auguston), and not to Conferences and Events. Please submit requests via email to [bonnieauguston@lclark.edu](mailto:bonnieauguston@lclark.edu) with the following information:

- 1.) Date and time of requested event
- 2.) Venue requested
- 3.) Nature of requested event (ie student flute recital, Portland-area string quartet etc.)

The requested event will be submitted to Conferences and Events for approval within two days of receiving the request. You will be notified via email when your event has been approved. Please do not assume your reservation has been approved or begin organization or publicity of your event until Bonnie has sent a confirmation to you via email.

After you have received your event confirmation, please complete the appropriate Event Logistics form online. Please note that this is mandatory for all events and must be received **six weeks** prior to your performance.

Bonnie will be in communication with you regarding the necessary steps that must be completed in order to plan and publicize your event.

### Priority of selection of concert/recital events for the department.

- **Ensembles and Faculty Concerts** - Dates established during the Spring previous to the upcoming academic year.
- **Senior Performance/Composition Majors**
  1. Seniors wanting to perform a Fall recital can begin the reservation selection process when all the ensembles and faculty concerts have been reserved with Conferences and Events and are on the academic calendar, usually April of the previous year. (See Recital Guidelines)
  2. Seniors wanting to perform a Spring recital can begin the reservation process on September 15. The reservation process should include dates for the degree review and dress rehearsal (See Recital Guidelines).
  3. Non-degree recitals and other student recitals can begin the reservation process starting October 1.
- **Internal, Hosted and External** – These groups should be last in consideration for building usage. All outside groups should be included and treated as an agenda item and discussed at a faculty meeting. The faculty should come to a unanimous agreement as to the usage of the building and the appropriate host. (See Client Types: Internal, Hosted, and External document distributed through the office of Michael Ford posted on our website under Resources for Students and Recital Information.)