

Lewis & Clark Department of Music

Event Scheduling Guidelines

All event requests should be submitted to the Performance Events Coordinator (Susan Nunes). Please submit requests via email to snunes@lclark.edu with the following information:

1. Preferred date and time of requested event
2. Preferred venue
3. Nature of requested event (ie: student flute recital, Portland String Quartet, etc)

If available, the requested event will be *tentatively* reserved on the College's calendar until all of the necessary requirements have been met. 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 Susan 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.

Susan 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 Events

- **Internal ensembles and faculty** – Dates established during the spring previous to the upcoming academic year.
- **Senior Performance/Composition Majors**
 - Seniors wanting to perform a fall recital can begin the reservation process when all the ensembles and faculty concerts have been reserved with Conferences & Events and are on the academic calendar, usually April of the previous year (see Recital Requirements).
 - Seniors wanting to perform a spring recital can begin the reservation process on September 15th. The reservation process should include dates for the degree review and dress rehearsal (see Recital Requirements).
 - Non-degree recitals and other student recitals can begin the reservation process starting October 1st.
- **Events Produced in Collaboration with Lewis & Clark, and External Events** – 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.