

Winthrop University
College of Visual and Performing Arts
DEPARTMENT OF MUSIC

Request for Facilities Support Services for:

- Frances May Barnes Recital Hall
- Byrnes Auditorium
- McBryde Hall
- Tillman Auditorium

<<< This completed form is due in the Music Office at least SIX WEEKS prior to the event! >>>

EVENT _____ DATE OF EVENT _____

NAME OF PERSON REQUESTING SERVICES _____

VERIFICATION OF SPACE RESERVATION BY _____ DATE _____

REHEARSALS (IF APPLICABLE) _____

PLEASE CHECK ALL THE FOLLOWING AS APPLICABLE:

(NOTE: The stage will be set as normal unless specific instructions are given below.)

Special stage set-up (if so, give description and/or diagram)

Stage lighting: Normal Special _____

Sound requirements _____

Equipment needs: Music Stands—how many? _____

Chairs—how many? _____

Piano Organ Harpsichord

Other _____

RECEIVED IN MUSIC OFFICE BY _____ FOR OFFICE USE ONLY
DATE _____ TO FACILITIES MANAGER _____