



The Music Settlement  
OHIO CITY · UNIVERSITY CIRCLE

# MUSICAL PERFORMANCE REQUEST FORM

Thank you for considering The Music Settlement for your next event. Please complete the request form below. Incomplete forms will not be processed. Request forms must be submitted at least 6 – 8 weeks before the event date.

## GENERAL INFORMATION

Today's Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Will this person be on site the day of the performance?  Yes  No

If not, who will be the onsite contact? \_\_\_\_\_ Onsite Phone: \_\_\_\_\_

How did you hear about The Music Settlement? \_\_\_\_\_

## PERFORMANCE INFORMATION

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Music Start Time: \_\_\_\_\_ Music End Time: \_\_\_\_\_

Venue Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Style of Music: \_\_\_\_\_

Type of Performers:  Student Performers  Professional Faculty

Sound system available?  Yes  No      Microphone?  Yes  No      Electricity?  Yes  No

### Return completed forms:

Email: NClaverie@TheMusicSettlement.org

Fax: 216-231-5045

Mail: The Music Settlement  
c/o Nikki Claverie  
11125 Magnolia Drive  
Cleveland, OH 44106

Questions? Call 216-421-5806 ext. 188.

**Completing a request form is not a guarantee of service. Request forms will be reviewed in the order in which they were received.**

INTERNAL USE ONLY	
Received: ____/____/____	Contacted: ____/____/____
Budget: \$_____	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> Gigs Spreadsheet: _____
Performers: _____	

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