

Introduction

Welcome!

This form is to propose a new guest artist recital, lecture, or master class, or other special event. It consists of questions contributed by each staff area designed to help create a complete picture of your needs. Reviewing and answering all of the questions below will help tremendously in both your own and staff members' planning and execution of approved events.

You will receive correspondence from various departments to follow up on your responses to this form and if your event requires attention over holidays and summer months you will need to be responsive in order to prevent bottlenecks.

You must respond to every question in this form in order to submit it. If a short answer question does not apply to your event, please write "None" or "N/A". If details may be required at a later time, please write "Unknown".

You must be the primary presenter and contact for the event.

Please contact Professor Margaret McDonald (margaret.mcdonald@colorado.edu) to insure collaborative pianists can be scheduled for your needs.

For longer and more in-depth (ea. multi-day, multi-building) special events, contact John Davis, Associate Dean for Faculty Affairs and Operations (john.s.davis@colorado.edu) to schedule a time to review your event.

SUBMITTING THIS FORM DOES NOT REPRESENT PRELIMINARY APPROVAL OR FINAL CONFIRMATION OF YOUR EVENT. If necessary, a larger special event proposal will be reviewed by the Dean's cabinet.

Your Name

Your colorado.edu email address

Department area

Select the option that best describes your event:

- ☐ This event is a Guest Artist recital, talk, or master class
- ☐ This event involves multiple days, locations, or other special considerations that affect the wider department

Will you need collaborative pianists? (Including if a guest artist is participating in regularly scheduled studio class times.)

- ☐ Yes
- ☐ No
- ☐ Maybe

List times/dates you will need collaborative pianists (include regularly scheduled studio class times a guest artist is participating in).

Information about the event

Title of Event (this will be used for planning purposes and may not be final)

Event Date(s) and Time(s)

- Please list all requested dates and times of a multi-day event

Event Locations

- Please list specific room numbers and building names as needed.

Event components (Check all that apply)

- ☐ Faculty Performance
- ☐ Student Ensemble Performance
- ☐ Guest Artist Recital
- ☐ Instructional Elements (master class, guest speaker, etc)
- ☐ Presentation (recruitment presentation, outreach/relationship building)
- ☐ Student Panel (Open QA with current students)
- ☐ This event is related to another event (if so, please include in your overview below)

Please provide an overview of your event - Please include if this event is related to another event

Ex: I expect to host a guest artist for three days. During which time, the artist will offer sample lessons, conduct a master class, perform with a student ensemble, and speak about career development. There will be different activities (and set ups required) for each day of the event.

Would you like to involve Alumni at your event?

- ☐ Yes
- ☐ No

Please list any known/desired performers, lecturers, conductors, ensembles, ensemble leaders, guest artists, etc. that will be participating in the event.

Please describe how costs associated with this event are expected to be funded

Which audiences is this event most intended for? (Check all the apply)

- ☐ General Public
- ☐ CU Boulder Campus
- ☐ College of Music Students
- ☐ College of Music Faculty
- ☐ Prospective Undergraduate Students
- ☐ Prospective Graduate Students
- ☐ Music Teachers
- ☐ Registered attendees only (private event)

Does this event involve official partners or sponsors outside of the College of Music?

- ☐ Yes
- ☐ No
- ☐ Maybe

Please list partners or sponsors

Academic Services

Will students be receiving academic credit for participating in this event?

- ☐ Yes
- ☐ No
- ☐ Unknown

Will there be recruitment opportunities at this event?

- ☐ Yes
- ☐ No

Who are you recruiting? (Check all that apply)

- ☐ High School Students
- ☐ Undergraduate College Students
- ☐ Graduate College Students

What recruitment support do you need? (Check all that apply)

- ☐ Presentation from Veronica Greuel
- ☐ Current Student Panel
- ☐ Imig Building Tour
- ☐ Viewbooks to disburse (High School Students only)

☐ Information cards

Describe the population of your intended group (Check all that apply)

- ☐ Racially Diverse
- ☐ 1st Generation
- ☐ Underserved
- ☐ International
- ☐ None of the above
- ☐ Don't know

Payments, Lodging, and Transportation details

Are you planning to pay, lodge, or transport a guest artist or any students involved in this event?

- ☐ Yes
- ☐ No
- ☐ Maybe

Is there a contract related to this event?

- ☐ Yes
- ☐ No
- ☐ Maybe

My guest will need the following (Check all that apply)

- ☐ Payment
- ☐ Lodging
- ☐ Transportation

The person(s) I wish to pay are:

- Check all that apply. Non-CU guests will have to register with CU, which requires 1-2 months lead time. International guests generally take longer.

- ☐ Students
- ☐ CU Faculty
- ☐ US Citizens not associated with CU
- ☐ International Guests

List the names of people you wish to pay

Operations

Do you want programs printed?

- ☐ Yes
- ☐ No
- ☐ Maybe

Will you use a piano at this event?

- ☐ Yes
- ☐ No

Will the piano be using extended techniques? (Prepared piano, use of mallets, etc.)

- ☐ Yes
- ☐ No

Will you use a harpsichord or organ at this event?

- ☐ Yes
- ☐ No

Please list any performances and rehearsals where keyboard instruments will be used (include type of instrument, piano number, and dates/times if known. Please describe any special needs.)

Do you wish to have this event audio recorded?

- ☐ Yes
- ☐ No
- ☐ Maybe

List any dates/times you will want audio recording

Do you need support and/or equipment for the staging of this event?

- ☐ Yes
- ☐ No
- ☐ Maybe

Describe staging needs (include dates/times if known):

Do you wish to check out video equipment to record and/or livestream this event?

- ☐ Yes
- ☐ No
- ☐ Maybe

List any dates/times you will want to check out video equipment

Will any of this event take place outside of normal business hours?

- ☐ Yes
- ☐ No
- ☐ Maybe

Does this event require any special parking needs?

- This does not include parking for the general public.

- ☐ Yes
- ☐ No
- ☐ Maybe

Do you require audio/visual equipment for this event?

- This includes audio playback, projectors, sound reinforcement, etc.

- ☐ Yes
- ☐ No
- ☐ Maybe

Describe A/V needs (include dates/times if known):

Approvals (not displayed on survey)

Event Status

- ☐ Pending Approval
- ☐ Awaiting final scheduling
- ☐ Approved and Scheduled

Collaborative Piano Approval

- ☐ Approved
- ☐ Not Approved
- ☐ Pending

Associate Dean Davis Approval

- ☐ Not Applicable
- ☐ Pending
- ☐ Approved
- ☐ Not Approved

Associate Dean Braun Approval

- ☐ Not Applicable
- ☐ Pending
- ☐ Approved
- ☐ Not Approved

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