

Request for Harpsichord

As a reminder, this form must be completed and submitted 3 weeks in advance to ensure that staff have adequate time to move the instrument. Requests turned in late cannot be guaranteed.

Request Procedure:

- Anticipate your needs: as soon as you know you will need an instrument for recital/rehearsal, obtain a request form
- Confirm with Prof. Malcolm Matthews that the instrument is available
- Submit the completed form to John Sevier, Director of Technical Operations

Today's Date: _____ Email: _____

Your Name: _____ Cell #: _____

Event (circle one): Student Recital Faculty Recital Dress Rehearsal Other
Specify if other: _____

Venue: _____

	Day of the Week, Month/Day	Hour of Day
Performance Time:	_____, ____/____	_____
Rehearsal Time:	_____, ____/____	_____

Instrument Requested (circle one): Giutarri Fisk Martin

While each request must be approved by Prof. Matthews, requests for the Fisk and Martin are reserved for approved keyboard players—contact Prof. Matthews regarding being approved.

Tuned at (circle one): A=415 A=440 Temperament: _____

Signature of Accompanist: _____

Approval Signature: _____

*This request may be denied if the requested date conflicts with the school's ongoing harpsichord practice/rehearsal/performance needs.

*This request may also be denied if the request or venue does not allow for adequate safety of the instrument

*Only Blair Staff may move the harpsichord