

DON WRIGHT FACULTY OF MUSIC MAJOR EVENTS REQUEST FORM

Purpose:	The major events request form provides required information to the EPC, Coordinating Committee, and the Events and Promos Committee to help determine which major events will be held at the Don Wright Faculty of Music in a given year in an effort to avoid conflicts, coordinate student class release time, determine where funding is needed, and coordinate facilities. If additional information is needed from any of the committees, the committee chair or a delegate will contact you.
Definition:	Major events are events that take place across more than one day, require funding from the Dean's office, and/or involve a large number of music students and staff/faculty. For example: hosting a conference, large performance, tour, recording, collaboration, residency, etc. Not included are: single master classes or guest speakers, "regular" on-campus concerts.
Due Date:	Proposals may be submitted at any time, however, only forms received by <u>September 15th</u> will be considered for the <u>following</u> academic year (e.g., September 15, 2016 for an event during 2017-18).
Submission:	Proposals are to be <u>submitted to the faculty member's Department Chair</u> who will take the request to EPC. Staff members are to submit requests to the Dean's office.

A. Person proposing the event:

Name:	
Email:	
Office Phone:	
Home or Mobile Phone:	
Role in the Event:	
Department/Program:	

B. Event Being Proposed:

1.	Proposed date	<i>Note: Missed class time requires EPC approval.</i>			
		YEAR	MONTH	DAY(S)	TIME(S)
2.	Proposed event description	<i>Describe the educational value to our students and provide a detailed itinerary, including set-up, tech time, dress rehearsal, performance, strike, travel, etc.</i>			
3.	Proposed facility or location	<i>i.e. VKH, PDT, specific classrooms, etc.</i>			
4.	Additional special requests	Requested Item	Yes or No	If yes – describe your special request requirement	
		<i>Technical support (i.e. sound recording, projector, screen, computer, lectern, lighting, guest wifi)</i>			
		<i>Instruments needed (including piano and percussion)</i>			
		<i>Instrument rentals</i>			
		<i>Instrument moves</i>			
		<i>Music rental</i>			
		<i>Special parking (i.e. for guests)</i>			
		<i>Other (explain)</i>			

C. Proposed Budget:

Estimate all potential revenues and expenses, including facility rentals, staff support, piano rentals, marketing materials, equipment, etc.

Revenues:	\$\$ Amount
Registration fees	
Ticket sales	
Grants	
Sponsorships	
Other (describe):	
Total Revenues:	
Expenses:	
Guest speaker/presenter honorariums (CDN\$)	
Student salaries/benefits/stipends	
VKH or PDT staffing (see attached for rates)	
Piano tuning (see attached for rates)	
Recording (see attached for rates)	
Caretaking needs on weekends (required for 100+ participants)	
Marketing materials outside of in-house marketing	
Instrument rentals	
Music rentals	
Parking	
Supplies	
Other (describe):	
Total Expenses:	
Total Revenues - Expenses:	

D. Does this event involve students?

	On Campus	Off Campus
Yes		
No		

Note: if the event does involve students off campus, an “assumption of risk form” is required to be submitted to the Dean’s office prior to the event.

Signature of Individual Proposing this Event

Date

E. Approvals:

Approver comments and/or conditions:

Chair, Faculty member's department

Date

Educational Policy Committee

Date

Coordinating Committee

Date

Events & Promos Team

Date