Yale INSTITUTE OF SACRED MUSIC

Instrument Request Form

- Completed request forms must be submitted to the ISM Concert Production Office a minimum of 90 days prior to the first day of use
- The form must be signed by the primary department faculty member before it is submitted
- Summer requests for the following academic year are preferred
- A separate form must be completed for each performance
- Submit this form for a piano even if the venue has one, so that the office knows to have it tuned

Name __________________________________________________________

ISM department __________________________________________________

Date of request __________________________________________________

Title of performance ______________________________________________

Date and time of performance _______________________________________

Location of performance ____________________________________________

Date and time of dress rehearsal _________________________________

Location of dress rehearsal _________________________________________

Is the performance a degree requirement? ____________________________

#1 Instrument requested __________________________________________

Pitch: A = _______________ Temperament _____________________________

#2 Instrument requested __________________________________________

Pitch: A = _______________ Temperament _____________________________

Student signature ______________________________________ Date ________

Department faculty signature ________________________________ Date ______

Date received by Concert Office: _________________________________

Notes: