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 ISM Concert Production Office: __________________________

Notes:

http://ism.yale.edu/MusicStudentResourceGuide