



Since 1994
**COLORADO SPRINGS
CONSERVATORY**
CULTIVATING YOUNG PERFORMING ARTISTS

Performance Request Form

Please complete the information below and return it to Shane Groothof (sgroothof@cscconservatory.org). We will contact you to confirm availability upon receipt of completed document.

Date of Event - Month / Day: _____

Name of Event: _____

Organization: _____

Time of event: _____ - _____ Time of CSC presentation: _____ - _____

Venue: _____

Venue street address: _____

Event format and Presentation (cocktail hour, banquet, wedding, house party, etc.): _____

Type of Music: (Solo guitar or piano, Jazz / Classical combo, caroling, short program, etc.)

Dress: _____

Contact Name: _____

Phone: _____

Email: _____

Is this Event open to the public?

Website for information and tickets to your event: _____



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Office use only:

Date of Request: _____
 made: _____

Phone call

- Performance Request and Outreach Letter Sent _____
- Follow-up Confirmation Call _____
- Email w/ Event Info Sent _____

Musicians Chosen for Event

Morning-of Confirmation Call

Notes: _____

- After Event Report Call _____
- Invoice Sent _____
- Thank-you Letter Sent _____
- Sign brought/returned
- Media brought