Cole Hall Reservation Form **PLEASE PRINT CLEARLY**

This is a: [ ] new request [ ] change from previous date/time:_____

Date of Reservation:_____ Start time:_____

End Time:_____

Title of Event:_____

Event Category:_____ Series (if applicable):_____

_____

Contact Person/Department:_____ Phone:_____

Address/Box #:_____

Tower Position: [ ] Full Stage [ ] 2/3 – Choral [ ] 1/3 – Closed Shell

[ ] Harpsichord [ ] grand piano other:_____

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Approval Routing:

Person Requesting Reservation	Date	Comments
Faculty Advisor	Date	Comments
Collaborative Pianist	Date	Comments
Missy DeVine, Cole Hall Coordinator	Date	Comments
Robbie Goodrich, Arts Information	Date	Comments
Diane J. Peterson, Box Office	Date	Comments
Received in Dean's Office for filing	Date	Comments

Entered in Calendar by:_____