

Kennedy Auditorium Reservation Form

Date Filed _____

This is a new request change if a change, what is the previous date/time _____

Date of performance _____ Performance Time _____

Date of rehearsal _____ Times _____

Date of rehearsal _____ Times _____

Title of Event and/or Description _____

Contact Person/Department _____ Phone _____

Address/Box # _____

Ticket Prices: same as last year OR Please provide pricing below:

Adult _____ Senior _____ Student _____ SFA Faculty/Staff _____ CFA Faculty/Staff _____

Preliminary Needs: piano shell risers house divider SRT Crew

Other: _____

FOP number (Needed for applicable student wages, cleaning, etc. due to event; provided by department)

Approval Routing:

Person Requesting Reservation	Date	Comments

Departmental Approval	Date	Comments

Diane J. Peterson, Calendar Coordinator	Date	Comments

Robbie Goodrich, CFA Arts Information	Date	Comments

Steve Bacarisse, CFA Technical Director	Date	Comments

Florence Lunsford, Assistant to the Dean	Date	Comments

Gary Wurtz, CFA Interim Dean	Date	Comments