

Event Checklist for Ardrey/Ashurst/School of Music

Date of Event: _____

	To be finished by:	Date Completed:
Reservation request for Concert/Recital		_____
Report date of event to CAL Marketing & School of Music office	Upon booking	
Reservation request for Dress Rehearsal	Within 1 week of booking	_____
Submit technical form to Performing Halls office or mailbox	4 weeks prior	_____
Submit draft copy of concert/recital poster to School of Music office for review/approval	3 weeks prior	_____
Submit draft copy of concert/recital program to School of Music office for review/approval	2 weeks prior	_____
Have posters printed	2 weeks prior	_____
Distribute posters	2 weeks prior	_____

Contact Information

Ardrey Auditorium Office: Phone (928-523-4120), Email (brett.kitch@nau.edu)

School of Music Office: Phone (928-523-3731), Email (jennifer.saunders@nau.edu)

Piano Tech (for any special Piano or Harpsichord needs, such as removal of piano lid): Email (pianotech@nau.edu)