

Department of Music  
**Activity Form**

**Please note that this Activity Form must be completed at least 3 weeks prior to the event taking place in order to have a program designed and publicity information/materials distributed.**

Your Name

Your Contact Phone

Your Contact Email

Event Title

Event Description

\*If you need more space for description, please attach additional document to your email.

Event Date

Event Time

Type of Event    Recital/Concert    Award/Recognition    Clinic/Master Class    Presentation/Lecture    News  
                                                                                       

Is the event on campus?    Yes     No

On-campus Event Location

Off-campus Event Address

Is this event open to the public?    Yes     No

If no, please specify

Invite only    Closed Event  
                     

Event Price

\*Free | General | Showcase | Other (Please Specify Amount)

Event URL/  
Facebook

Would you like to be added to our mailing list?    Yes     No

Do you need a program?    Yes     No

**Program Information**

1. Title

Individual Movements

Composer and Dates

Arranger

Transcriber

performers/  
Instruments

Other

Program Information Cont.

2. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

3. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

4. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

5. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

6. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

7. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

8. Title

Composer and Dates

Transcriber

Other

Individual Movements

Arranger

performers/  
Instruments

\*If you have additional program information please provide the same information on a separate document and attach it to your e-mail.

Do have personnel? Yes  No

Personnel

\*Example:  
John Doe, trumpet

Do you have program notes? Yes  No

Program Notes

Translations

If you have translations, please provide a separate document with all the information. Use separate text boxes within your document for the English version and another box for the translation.

English Version
XXXXXX
XXX
XXXXXXXX, XXXX
XXXX
XXXXXXXXXX,XXX
XXXXXX
XX

Translation
XXXXXX
XXX
XXXXXXXX, XXXX
XXXX
XXXXXXXXXX,XXX
XXXXXX
XX