

Sutton Artist Series Concert Request Form

(Fall deadline August 1st, Spring deadline December 1st)

Sutton Artist(s): _____

Event Title (if applicable): _____

Accompanied by: _____

Date of concert: _____

(concert date must be cleared with the concert hall manager)

Concert location: _____

(concert location must be cleared with concert hall manager)

Sutton Artist Series Concerts may not be cancelled after publicity materials have been submitted. If you must cancel your concert due to extenuating circumstances, a replacement concert must be organized and supervised by the faculty member who originated the concert. Director approval must be obtained for a substitute concert to take the place of the original Sutton Artist Series Concert.

1st _____
Sutton Artist (signature) (Date)

2nd _____
Concert Hall Manager (Date)

3rd _____
Asst to the Director (Date)

4th _____
Director (Date)