School of Music Move Request Form

This completed form must be returned to the Main Office no later than 2 weeks prior to the move date.

Request submitted by: ____________________________ Date submitted: __________________
E-mail address: __________________________________ Phone number: __________________

Move-In Date: __________
FROM Location: ______________________________ Time to begin move: ________________
TO Location: ______________________________ Time for move to be completed: ________________

Move-Out Date: __________
FROM Location: ______________________________ Time to begin move: ________________
TO Location: ______________________________ Time for move to be completed: ________________

EQUIPMENT:
Please provide a detailed list of ALL equipment to be moved:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

APPROVAL: A faculty signature is required for all moves to be completed.

__________________________________________  ______________________________
Faculty Signature                                       Printed Name

If a harpsichord or fortepiano is requested to be moved, please complete form on the next page and obtain Andrew Willis’
signature here: __________________________

Signature of Stage Crew or Concert Manager: __________________________

A COPY OF THIS COMPLETED FORM WILL BE PLACED IN THE APPROPRIATE FACULTY BOX AFTER THE MOVE
HAS BEEN SCHEDULED WITH THE MOVE CREW.

Historical Keyboard Instrument Reservation
Use of the School of Music harpsichords or fortepiano must be approved by Dr. Willis.

Fill out this side when requesting use of a harpsichord or fortepiano. A copy of this form will be placed in the appropriate faculty member's box after your request has been processed.

Instrument requested:  
- □ Goble harpsichord (a=440)
- □ Kingston harpsichord (a=415)
- □ Fortepiano

Who will play the instrument? ________________________________________________
His/her contact information: (phone) ________________________ (e-mail) __________________________

From when to when is the instrument needed? (take the date and time of your dress rehearsal into consideration):

Needed from       (date) __________________     (time) __________________
                  to           (date) __________________     (time) __________________

Please describe any additional considerations or needs involving your request.