

## 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:	
	Time to begin move:
	Time for move to be completed:
Move-Out Date:	_
	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 Con	cert Manager:
A COPY OF THIS COMPLETED	O 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.

 Needed from
 (date)
 (time)

 to
 (date)
 (time)

Please describe any additional considerations or needs involving your request.