

# UB Music Event and Recording Proposal Form

Please fill out the following form and submit it to Eric Huebner, Department of Music Chair (erichueb@buffalo.edu) and Alexandra Sesenton, Concert Manager (asesento@buffalo.edu) at least three (3) months prior to your proposed event. All requests will be reviewed by the relevant staff and may also be subject to review of the department's Executive Committee.

**Requests with shorter notice may not be approved due to scheduling and personnel limitations.**

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**Event Title:**

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**Venue:**

☐ Lippes    ☐ Baird 250    ☐ Other \_\_\_\_\_

**Event Type:**

☐ Concert    ☐ Research Symposia

☐ Other: \_\_\_\_\_

**Tech Requests:**

*All tech requests will be reviewed by the Director of Music Technology*

**Staging Needs:**

# of Chairs: \_\_\_\_\_ # of Stands: \_\_\_\_\_ # of Tables: \_\_\_\_\_

Piano:

*Harpsichord and Celeste can be requested for both Lippes and Baird 250*

☐ Artist Bösendorfer    ☐ Second Bösendorfer    ☐ Baldwin    ☐ Organ

☐ Harpsichord    ☐ Celeste

Other Staging Needs (podium, flags, etc):

***Please also include any stage plots, input lists, or other relevant information in your submission email***

**External Parties Involved and Their Roles:**

**Short description of the event:**

**Please list 3-5 dates in order of preference:**

Date 1: \_\_\_\_\_

Date 2: \_\_\_\_\_

Date 3: \_\_\_\_\_

Date 4: \_\_\_\_\_

Date 5: \_\_\_\_\_

**Name of faculty member making request:**

**Email/Phone Number:**