Lagerquist Concert Hall Ensemble/ Class Visit Request Form
Mary Baker Russell Music Center, Pacific Lutheran University

Please return this form to: PLU, Music Department, Tacoma WA 98447-0003 or e-mail to garrissi@plu.edu
Person requesting visit will be notified within 2 weeks of receipt of this form.

School Name: _____
Today’s Date: _____
Date for Visit (1st choice): _____
Time for Visit (1st choice): _____
Date for Visit (2nd choice): _____
Time for Visit (2nd choice): _____
Person requesting visit: _____
Title/ Position at school: _____
School Mailing Address: _____
School City, State, Zip: _____
Contact Telephone Number: _____
Fax Number: _____
E-Mail: _____
Other on campus group activities: _____
Name of Group: _____
Number of Students: _____
Name of Faculty Contacted at PLU: _____
REPERTOIRE SELECTION (IF YOU PLAN TO PERFORM): _____

INSTRUMENTATION, EQUIPMENT NEEDS (FOR SET-UP): _____

POLICY FOR SCHOOL ENSEMBLE VISITS TO LCH (please inform visitors of the policy):

1) Access to Lagerquist Concert Hall for school visits is limited to once a week, normally scheduled between 1:45pm-3:40pm on Fridays when the hall is reserved for such visits; an alternate day/ time may be possible, but is subjected to the limited availability of the hall outside the Friday time.
2) A visit is not scheduled on the calendar nor confirmed with the high school director/ teacher until approved by a hosting PLU faculty member.
3) The LCH visit does not include an audio recording. To schedule a recording session in the hall, the high school director must contact Conferences and Events at (253) 535-7450.
4) The visiting school group cannot arrive earlier then 10 minutes prior to scheduled time; the school group must depart campus after LCH visits unless arrangements are made with the Admissions or another PLU department for supervised activity (campus tour, etc.) following LCH visit.
5) School group must adhere to campus policy while visiting and keep noise to a minimum as PLU classes are in session.
6) PLU is not responsible for any lost or stolen items of the school group while the group is visiting campus.
7) Absolutely no food or drink permitted in Lagerquist Concert Hall.

FOR OFFICIAL USE ONLY
SCHEDULED BY: ___________________________ DATE: ______________________
Approved by PLU Director: Yes No  Person meeting group: __________________________
Where: __________________________ When: __________________________
DIRECTOR NAME: (please print): __________________________