

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

Please return this form to Ryan Marsh at [marshrl@plu.edu](mailto:marshrl@plu.edu). Upon receipt of this information, the date and time for your visit will be confirmed.

*Name of group/school name:*

*Date for visit:*

*Time for visit (1<sup>st</sup> choice):*

*Time for visit (2<sup>nd</sup> choice):*

*Person requesting visit (include title/position):*

*Name of faculty contacted at PLU:*

*Number of students anticipated:*

*School mailing address:*

*School city/state/zip:*

*Contact phone number:*

*Contact email:*

*Repertoire Selection (if you plan to perform):*

*Instrumentation equipment needs (for set-up, e.g. timpani, piano, etc.):*

## **POLICY FOR SCHOOL ENSEMBLE VISITS TO LAGERQUIST CONCERT HALL**

1. Access to Lagerquist Concert Hall for school visits is limited to once a week, as the schedule can permit, per the discretion of the music staff/faculty at PLU.
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 visit does not include an audio recording. To schedule a recording session in the hall, the director must contact Conferences and Events at [events@plu.edu](mailto:events@plu.edu) or 253-535-7450.
4. The visiting group cannot arrive earlier than 10 minutes prior to scheduled time (exceptions may be made if given notice); the group must depart campus after their music visit unless arrangements are made with Admission (<http://www.plu.edu/admission-first-year/visit/group/>) or another PLU department for supervised activity (campus tour, lecture, etc.) following their visit.
5. The 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 during their time on campus.
7. Absolutely no food or drink is permitted in Lagerquist Concert Hall.

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### **FOR OFFICIAL USE ONLY**

Scheduled by:

Date:

Approved by PLU Director:      YES      NO

Person meeting group:

Where:

When:

Director name: