

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

Please return this form to Ryan Marsh at marshrl@plu.edu. Upon receipt of this information, a confirmation of your visit, including date and time, will be emailed to you. Please note, your visit is not confirmed until this information is received from you and a confirmation is sent in return.

Name of group/school name:

Date for visit:

Time for visit (1st choice):

Time for visit (2nd choice):

Requested rehearsal/performance space (i.e. Lagerquist, choral rehearsal room, instrumental rehearsal room):

Name of faculty contacted at PLU:

Person requesting visit (include title/position):

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. - please note we will not supply smaller handheld or similar percussion items, sticks, mallets, or snare drums. Pending availability, we will supply larger percussion items and piano for your ensemble's use):

POLICY FOR SCHOOL ENSEMBLE VISITS TO LAGERQUIST CONCERT HALL

1. Access to Lagerquist Concert Hall for school visits is limited, 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 or 253-535-7450.
4. The visiting group cannot arrive earlier than ten 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 Admissions (www.plu.edu/visit) or another PLU department for supervised activity (campus tour, lecture, meals, 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.