Music Major Post-Recital Reception Request

<table>
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<tr>
<th>Rm. 1714 – Choir</th>
<th>Rm. 1715 – Band</th>
<th>Rm. 1716 – Orchestra</th>
<th>Studio Theatre Lobby</th>
<th>Grand Lobby</th>
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</table>

Student Name: Contact Name (if different):

Telephone #: (H) (   ) Contact E-mail:

Recital Date: Recital Start Time: Caterer:

Reception Set-up Time: Recital End Time Caterer Contact Person:

Recitation Start Time: Reception End Time Caterer Telephone #: (   )

Additional Information:
- There is a flat rate of $25 for use of Rooms 1714, 1715 or 1716. These rooms are to be restored to original setting after reception.
- For Studio Theatre Lobby there is a $25 charge for each 6-foot skirted table used.
- Reservations will be confirmed based upon date availability and approval of your caterer.
- Reservation confirmation will be done via e-mail.

Before Planning Your Menu – Please Note the Following Guidelines:
- No red-based beverages
- No alcoholic beverages
- No powdered cakes
- No solid chocolate products (chocolate cake or chocolate chip cookies are fine)
- No open flame candles
- All trash is to be placed in plastic trash bags that are to be tied up and removed at end of reception.

Charges: Room # ______ $___________ Payment: Date _____________
Tables / linen # ______ $___________ Check: # ________ Cash: $_______
Total Charge: $___________ Check Amount: $___________

For reservations contact:
Tao Ge - Concert/Facilities Coordinator
ge_tao@columbusstate.edu

For payment contact:
Debra Tommey – Enrollment Coordinator
tommey_debra@columbusstate.edu