



SCHWOB SCHOOL OF MUSIC

COLUMBUS STATE UNIVERSITY

Music Major Post-Recital Reception Request

<input type="checkbox"/> Rm. 1714 – Choir	<input type="checkbox"/> Rm. 1715 – Band	<input type="checkbox"/> Rm. 1716 – Orchestra	<input type="checkbox"/> Studio Theatre Lobby	<input type="checkbox"/> Grand Lobby
Student Name:		Contact Name (if different):		
Telephone #: (H) () (C) ()		Contact E-mail:		
Recital Date:	Recital Start Time:	Caterer:		
Reception Set-up Time:	Recital End Time	Caterer Contact Person:		
Reception Start Time:	Reception End Time:	Caterer Telephone #: ()		
Additional Information: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 # _____ \$ _____ Tables / linen # _____ \$ _____ Total Charge: \$ _____		Payment: Date _____ Check: # _____ Cash: \$ _____ 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		