



**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		