Institution Name: ____________________________________________________________

Primary Contact: ______________________________ Additional Contact: ____________

Telephone No._______________________________ Telephone No._____________________

Today’s Date _______________________________ Email address _____________________

• On a separate page, please tell us about your institution or enclose a brochure describing your institution and the services you offer.

• Nearest subway line or approximate driving time from 125th/Broadway?

• Are you able to offer an honorarium? (circle one)  Yes  No

• Please tell us about your performance space:

Where will the concert be given?  Auditorium  Cafeteria  Lobby  Other__________

Is there a stage?  No  Yes  Dimensions________________________

Is there a piano?  No  Yes  Brand__________________________

What type of piano?  Electronic  Upright  Grand/Baby Grand Piano

Is it kept in tune?  No  Yes

Is there a public address system?  No  Yes

• Please tell us about your audience:

How many people will attend?  Fewer than 30  30-49  50-99  100+

Is there any additional information about the audience you would like to share with us?

________________________________________________________

What type of music is preferred?  Classical  Broadway  Jazz  Opera  Dance Music

What type of concert is preferred?  Vocal  Instrumental

What time is best for a concert?  Morning  Afternoon  Early evening  Evening

Is your site interested in musical instruction?  _________________________________

Please note: Performances are presented Monday-Friday only, September-December and January-May.

• How did you hear about us?

Please return the completed form to:
Rebecca Charnow, Director of Community Partnerships
120 Claremont Avenue, New York, NY 10027-4698.
TEL: 917-493-4404.  FAX 212-749-5471.
EMAIL: rcharnow@msmny.edu