

**Community Outreach Program  
Institution Questionnaire**

INSTITUTION INFORMATION		
Institution Name		Date:
Primary Contact Name		
Telephone No:		Email Address:
Additional Contact Name		
Telephone No:		Email Address:
Nearest subway line:		Approximate driving time from 125 <sup>th</sup> /Broadway:
Are you able to offer an honorarium?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
<p><b><i>In the space provided, please tell us about your institution or enclose a brochure describing your institution and the services you offer.</i></b></p>		

PERFORMANCE SPACE	
Where will the concert be given?	<input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Lobby <input type="checkbox"/> Other _____
Is there a stage?	<input type="checkbox"/> No <input type="checkbox"/> Yes Dimensions _____
Is there a piano?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, what is the brand _____
What type of piano?	<input type="checkbox"/> Upright <input type="checkbox"/> Grand <input type="checkbox"/> Electric (# of keys: _____ Pedals: _____ )
Is it kept in tune?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there a PA system?	<input type="checkbox"/> No <input type="checkbox"/> Yes

<b>AUDIENCE</b>	
How many people will attend?	<input type="checkbox"/> Fewer than 30 <input type="checkbox"/> 30-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100+
What type of music is preferred?	<input type="checkbox"/> Classical <input type="checkbox"/> Broadway <input type="checkbox"/> Jazz <input type="checkbox"/> Opera <input type="checkbox"/> Dance Music
What type of concert is preferred?	<input type="checkbox"/> Vocal <input type="checkbox"/> Instrumental
What time is best for a concert?	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Early evening <input type="checkbox"/> Evening
Is your site interested in musical instruction?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any additional information about the audience you would like to share with us?	
<i><b>Please note:</b> Performances are presented Monday-Friday only, October-December and January-April.</i>	

<b>How did you hear about us?</b>
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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](mailto:rcharnow@msmny.edu)