Office use only:	Reservation #:	Backline Yes [ ] No [ ]	Confirmation Sent [ ]
		Gear Co-Op [ ]	Record [ ]
		Stream or Zoom [ ]	Recording Sent [ ]

Event Productions Request Form

REQUESTS WITH FEWER THAN TWO WEEKS' NOTICE WILL INCUR EXTRA FEES AND RISK DENIAL

Date of event: _____ Day of the week: _____

Start time of event: _____ End time: _____ Venue reservation times: _____

Sound load-in time: _____ Artist load-in time: _____ Sound check time: _____

Title of event: _____ Opening Act: _____

Venue for event: _____ Expected number of attendees: _____

Event description and audio requirement: _____

Please include the following: Type of event (e.g., DJ, concert, lecture, theater group, etc.), and any other information that might be useful.

Attach Technical Rider and Stage Drawing when applicable.

Will you need peripheral services (e.g. lights, backline)? ☐ Yes ☐ No

Equipment such as wireless microphones and backline (e.g., instrument amplifiers, drums, keyboard, DJ turntables, etc.) is available at an additional cost. Backline rentals require a minimum of ***two weeks'*** processing time.

Will you be using Gear Co-op backline? ☐ Yes ☐ No

Do you want/need an audio recording of the event? (Note: Additional fee will apply.) ☐ Yes ☐ No

A signed permission waiver from the artist/speaker must be provided to record your event.

Do you want/need to live-stream the event? (Note: Additional fee will apply.) ☐ Yes ☐ No

A signed permission waiver from the artist/speaker must be provided to record your event.

Events that require trucking of equipment will incur a delivery fee.

Sponsoring organization *(required)*: _____

Account number - FOAP *(required)*: _____

Contact person from your staff/organization for day of event: _____

Cell phone number for contact: _____

Name of person filling out this request: _____

Phone number: _____ E-mail address: _____

Signature: Date:

EVENT PRODUCTIONS ARRANGEMENTS REQUIRE ADVANCED NOTICE DUE TO STAFFING AND EQUIPMENT AVAILABILITY. WE WILL FULFILL YOUR REQUEST TO THE BEST OF OUR ABILITY. FINAL ALLOCATION OF EQUIPMENT AND STAFF WILL BE DETERMINED THROUGH CONSULTATION WITH EVENT PRODUCTIONS STAFF.

LATE REQUEST FEES		***CANCELLATION FEES***	
4-13 Days Prior to Event	**$55.00**	**1-7 Days Prior to Event**	**$55.00**
1-3 Days Prior to Event	**$110.00**	**24 Hours or Fewer**	**HALF CHARGE**
24 Hours or Fewer	**$215.00**		

Please submit or cancel requests in a timely manner to assist with Event Productions schedule.

SUBMIT REQUESTS TO: involvement@oberlin.edu or The Office of Student Leadership & Involvement

Email completed PDF

Questions? Visit Concert Sound: Wilder 307 Call us: 440-775-6703 Email us: eventpro@oberlin.edu

Rev. 06/24/2026