

**560 Music Center
Facility Request Form**

All requests will be reviewed by the 560 Music Center staff. Please complete and return to: Production Coordinator, 560 Music Center, Campus Box 1166, One Brookings Dr, St. Louis, MO 63130, email to bess.moynihan@wustl.edu. If there are questions, please call Bess at 314-935-2926

Bride/Groom Names: _____

Best Contact Person: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Space Requested (Check all that Apply)

Concert Hall: _____ Ballroom Theatre: _____ Recital Hall: _____

Additional Space

Dressing Room #1 _____ Dressing Room #3 _____ Green Room _____

Star Dressing Room #2 _____ Other: _____

Event Information

Date: _____ Expected Attendance: _____

Load-in Time: _____

Reception Start Time: _____ Reception End Time: _____

Food Served? _____ Details: _____

Alcohol Served? _____

Technical Requests

Sound (microphones, music, etc.): _____

Video/Projection: _____

Lighting: _____

Piano: _____ Tables/Chairs: _____

Other: _____

Requester Name: _____ Date: _____