

GUEST ARTIST PROPOSAL FORM
DICKINSON COLLEGE DEPARTMENT OF MUSIC
DUE BY NOVEMBER 1ST

1. Proposal from:

_____ (Name of ensemble or individual; if an ensemble, please list primary contact name here)

2. Dickinson faculty sponsor/liaison _____

E-mail: _____

Telephone: _____

c) Guest artists

Name (see also No. 6 Budget). In case of ensemble, provide the name of ensemble, and individual contact information (i.e. Name, address, instrument and email).

Name	Address	Instrument	Phone	Email

3. Proposed Program Title and/or Repertoire

In making your proposals, please consider the mission of the college and the music department: how the program you propose serves the curriculum, whether it possesses appropriate educational (rather than purely entertainment) value. All related materials—program notes, presentations, etc. should also reflect the mission of the college and the music program). Please be as accurate as possible. Use additional pages for more detail.

4. Proposed Date/Time: (Please provide **three** dates and times, with the preferred date listed first.

Standard times: Friday, Saturday and Tuesday nights 7 pm, Sundays 4 pm.

Consult the academic calendar for the academic schedule at <http://www.dickinson.edu/academics/resources/calendar> and the Religious Holidays [http://www.dickinson.edu/uploadedFiles/student_life/resources/religious_life/content/Religious_Holidays_2011-2015\(3\)\(1\).pdf](http://www.dickinson.edu/uploadedFiles/student_life/resources/religious_life/content/Religious_Holidays_2011-2015(3)(1).pdf). Please note that our season runs in the summer as well, beginning on July 1. Summer performances are welcome and encouraged)

I. _____ II. _____ III. _____

5. Preferred Performance Auditorium (Rubendall Recital Hall, or the Anita Tuvin Schlechter Auditorium):

6. Budget: Please list name/s and accurate intended pay for each participant. Faculty liaisons for guest artists: you are responsible for correctly advising the artists whom you "sponsor" of concert fees according to fees, travel, accommodation and master class fees applicable to guest artists. Contact the chair with any questions. Please ascertain accurate budget proposals from the artists for whom you serve as liaisons. Please note that, should guest artists wish to involve **undergraduate students** of Dickinson or other institutions in our faculty/guest artist recital series, please know that the young artists WILL be expected to receive NO institutional remuneration from Dickinson College. Graduate students' participation and remuneration will be subject to department advisement and consideration.

Please provide an inclusive budget for Guest Artists:

Participant	Honorarium	Masterclass	Travel	Accommodations**	Total

*If Dickinson Faculty artists are featured on guest artists' recitals, they receive fees in accordance with faculty fees. There is no travel or accommodation for Faculty; see the Sandbox.

b) Guest artists/collaborators/contributors only:

Master class Yes No (A master class offered with a performance – up to \$150; without a performance, up to \$300.00)

**If you would like on-campus accommodations covered out of your concert budget (\$25/night, shared bath) please contact the Academic Department Coordinator (rohrers@dickinson.edu) for reservations. If you would like to make other arrangements for yourself, the Academic Department Coordinator can provide links to area hotels, with the understanding that accommodations be covered from the concert budget and no extra monies will be available beyond the contracted sums.

7. Will your guest artists be willing to participate in DCMOP (Dickinson College Music Outreach Program)? Yes No

8. Technical Requirements:

(Please list any unusual technical requirements.). If your proposal is approved, approximately five weeks prior you will be in contact regarding specific stage and technical needs with the Rubendall House Manager/Recording Technician.

Return this form to Academic Department Coordinator (Stacy Rohrer) by mail or email rohrers@dickinson.edu Tel (717) 245-1568.