**Lionel Hampton School of Music**

**Performance Schedule Submission Form**

**Please submit 4 – 6 weeks in advance of the event.**

In order to effectively promote faculty, student and guest performances, and to alert media to your stories, University of Idaho Communications and Marketing requests you provide the following information. When completed, please and submit this form to music@uidaho.edu.

Your Name and Title:

E-mail:

Phone:

Which mode of contact is best to reach you? \_\_\_\_e-mail or \_\_\_\_phone

Best day and time to reach you:

Headline/Subject:

Title of event:

Artist/Conductor/Director:

Names of performers or group, w/ brief titles as appropriate:

Pieces to be performed and their composers:

Time, date, location, address of performance:

Cost and where to purchase tickets:

**Optional** - Professional journals/publications/e-magazines that might be interested in your event:

**Additional details** (4-5 lines) can include: highlights of performers’ biographical information; performance highlights; description or historical context of this music; intended educational impact of this event for student participant and/or the audience:

***HIGHLY RECOMMENDED:*** A brief quote providing additional context or insights about the performance, its composer(s), and/or its educational value for student performers and the audience. Reporters are more likely to feature your event if quotes are available. Example:

*“Australian-born composer Percy Grainger collected folk songs during his extensive travels, which included time in Great Brittan,” said Lawrence. “These are essential pieces for our students to know and experience, but the also are sure to be audience favorites.”*

Thank you!