

# Recital Assistance Request Form

Provided by Delta Omicron Beta Chapter  
FORM DUE FOUR WEEKS IN ADVANCE OF EVENT, in Room 105  
(SIX WEEKS IF YOU WANT A RECEPTION)

Name \_\_\_\_\_

Date of Recital \_\_\_\_\_

Time of Recital \_\_\_\_\_

Instrument \_\_\_\_\_

Applied Instructor \_\_\_\_\_

Your email: \_\_\_\_\_

Phone \_\_\_\_\_

Delta Omicron can provide ushering services for your event. Delta Omicron does NOT work as stage hands or light technicians, nor are we responsible for the Recording Studio.

We provide, free of charge, program assistants who will arrive 30 minutes before your event and distribute programs and program notes, if any. Once the recital starts we will prevent disruptions to your performance and only allow guests to enter according to your wishes.

## PLEASE CHECK HERE IF YOU ONLY NEED USHERING ASSISTANCE

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If you seek *reception* assistance following the performance, the fee will be determined by your estimated attendance. Please see the different levels of reception assistance below and fill in the expected attendance **next to the package you choose**.

Please contact Delores Black or the Treasurer for payment arrangements. We accept all major credit cards and cash. If payment is not received and documented 2 weeks before the recital date, we will NOT provide reception services.

### **Platinum \*special, catered requests\***

Our members will usher, set up/clean up the reception space and will retrieve your special catering choices. You will be expected to pay the food cost plus a \$10 fuel and labor surcharge.

Provide the details of your request: \_\_\_\_\_

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### **Bronze Package - \$2 per person—You will provide your own food**

Our members will usher, set up/clean up the reception space and provide tablecloths, cutlery, and plates. You bring the food and will we assist you in serving your guests.

### **Silver Package - \$4 per person**

Our members will usher, set up/clean up the reception space and provide light snacks including, in any combination, but not limited to: fruit and vegetable trays, meat and cheese trays, water, punch, small pastries.

### **Gold Package - \$6 per person**

Our members will usher, set up/clean up the reception space and will provide more substantial snacks.