



# National Symphony Orchestra AMERICAN RESIDENCIES Activity Request Form

Request Deadline: September 10, 2010

## PRESENTER

**First Name:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City :** \_\_\_\_\_ **State:** KY **Zip Code:** \_\_\_\_\_  
**County:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

Select one. Submit a separate request form for each desired activity. (Refer to the Activities Menu for descriptions.)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Chamber Music Concerts</li> <li>2. In-School Ensembles</li> <li>3. Community Service Performances</li> <li>4. Sectionals/Coaching/Conducting</li> <li>5. Clinics</li> <li>6. Master Classes</li> <li>7. Pre-Concert Events:           <ul style="list-style-type: none"> <li>a. "Meet the Performers" panel</li> <li>b. Lectures</li> </ul> </li> <li>8. Workshops for Teachers</li> </ul> | <ul style="list-style-type: none"> <li>9. Method Workshops:           <ul style="list-style-type: none"> <li>a. Suzuki Method</li> <li>b. Alexander Technique</li> <li>c. Conducting</li> <li>d. Sight-reading</li> </ul> </li> <li>10. Artistic Exchanges</li> <li>11. Arts Education Advocacy</li> <li>12. Speakers Bureau</li> <li>13. Distance Learning</li> <li>14. Arts Professionals Round Table</li> <li>15. Other</li> </ul> |
|--|---|

**Please give a complete description of the requested activity:** *Be as detailed as possible. Include # of participants or audience members, participant ages, performance level, music background, repertoire (if applicable), etc.*

**Desired date of event:** \_\_\_\_\_ **Desired time of event:** \_\_\_\_\_  
**Desired length of event:** \_\_\_\_\_

## LOCATION (Include information about the location where the activity is to take place.)

**Location Name:** \_\_\_\_\_  
**Location Address:** \_\_\_\_\_  
**Location City :** \_\_\_\_\_ **State:** KY **Zip Code:** \_\_\_\_\_  
**Location Phone:** \_\_\_\_\_  
**Location Contact** \_\_\_\_\_ **Location Contact** \_\_\_\_\_  
**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Location Contact Phone:** \_\_\_\_\_

## TRAVEL/TRANSPORTATION

**Travel time to/from activity:** \_\_\_\_\_  
**Mode of transportation** *(vans may be needed to transport larger instruments, such as string bass or harp):* \_\_\_\_\_  
**Transportation Contact Name:** \_\_\_\_\_ *(Include the name and phone number of the person responsible for transportation.)*  
**Transportation Contact Phone:** \_\_\_\_\_

NEXT

## IMPORTANT

If you use a **Desktop Email Application** like Microsoft Outlook Express, Microsoft Outlook, Eudora or Mail, click the submit button and choose option 1 from the pop-up window. Your email will open with the document attached. Click the Submit button to send the email.

If you use an **Internet Email** service like Yahoo, Gmail, Hotmail, etc., print this form before clicking the submit button. Your email will not open automatically and you will need to save the form and then attach it to an email.

After you click submit:

1. Choose the **Internet Email** option 2 from the pop-up window.
2. Click **ok**.
3. Save the file to your desktop or some other location that you remember.
4. Open your email service and attach the saved file to an email.
5. Send the email to:  
[Tamara.Coffey@ky.gov](mailto:Tamara.Coffey@ky.gov) and [sandie.lawrence@ky.gov](mailto:sandie.lawrence@ky.gov)