

PIANO MOVE REQUEST

Date: _____

To: Piano Tuning Department, Room 101

From: Department: _____

Requester's name: _____

Purpose of move: _____

Move from: Room # _____ to: Room # _____

Move in date: _____ Time: 10:30am-12:00pm OR 1:30-2:30pm
() ()

Move out date: _____ Time: 10:30am-12:00pm OR 1:30-2:30pm
() ()

Piano: Model () Serial # _____

Name of department chair: _____

Signature of department chair: _____

Approved by:
Virginia Allen
Associate Dean for Administration

Signature: _____ Date: _____

OR

Jon Rosenhein
Vice President and Chief Operating Officer

Signature: _____ Date: _____

- Note: Persons requesting that a piano be moved must make sure that:
1. The room that the piano is being ***moved from*** is reserved in advance, so that the piano can be moved out. (Contact Andy King, ext. 220.)
 2. The room that the piano is being ***moved to*** is available for setting up of the piano. (Contact Andy King, ext. 220.)