

Schoenberg Music Building Theaters Reservation Instructions

Here are 3 easy steps to follow to make a theater reservation in the Schoenberg Music Building:

1. **CLICK** [here](https://schoenbergtheaters.com/theater-request) (schoenbergtheaters.com/theater-request) and choose which theater you'd like to request.
2. **CHOOSE** a date and time you want your reservation to begin. If a time is greyed out, that means the theaters aren't available then. You'll be directed to another page where other information will be asked concerning your event (length of time, contact info, etc).
3. **SUBMIT** your request. It will appear as a HOLD, with "???" before your event name in the calendar (see below).

Once CONFIRMED (usually within a couple of days), you'll receive an email with additional information and instructions (the "???" will be removed from your event). Please keep this email in your records so you can CANCEL your request in the future if needed.

To see detailed information on what is already scheduled in the theaters:

[Schoenberg Hall Calendar](#)

[Jan Popper Theater Calendar](#)

*** If you do not see the date and time available of your first choice, you can check the online calendars for event status (HOLD or CONFIRMED). If the event is on HOLD, please [contact us](#) to check updated status and potential availability or with any other questions you may have.