

Music Department Student Recital Request

Instruction/Procedures:

- Submit completed form to your Area Coordinator (Chung, Ellenwood or Leeper).
- Area Coordinators will forward approved requests to the Director of Public Events.
- Requests which are not approved will be returned to studio teachers.
- **Students whose recitals have been approved must meet with the Director of Public Events (CA2031) to secure a date for their event. Please refer to the scheduling process for details and deadlines.**
- **Important changes to student recital fee: A \$35.00 scheduling fee will be charged any time an event is put on the calendar. This fee will be added directly to your student bill and is non-refundable. A \$40.00 recital production fee will be charged when your program information is turned in 4 weeks prior to your event.**

Please print CLEARLY!

Name: _____ Instrument or
Email Address: _____ Voice type: _____
Phone # _____

Studio Teachers Signature (required) _____

Check one:

- Required Full Senior Recital (B.B. Performance majors only)
- Required Junior recital (B.M. Performance majors only)
- Required Half Senior Recital (B.M. Music Education majors only)
- Optional (elective) Recital (complete section below)

For Optional Recital, explain reason(s) for request: _____

Check one: (Students are encouraged to perform Fall recitals)

- Fall Semester
- Spring Semester

Other Information:

Name of student desired to share recital _____
(They must submit a separate form)

Name of Accompanist: _____

*Special request regarding choice of date: _____

*This is not a guarantee specific dates will be available. Dates are available on a first come first serve basis.

For OFFICE USE ONLY!

Area Coordinator Signature (required) _____

Date/Time/Place of Recital _____

Date event put on calendar: _____