

Music Department Student Recital Request

Instruction/Procedures:

- Complete your information and have your studio teacher sign.
- Obtain your Area Coordinator's signature (Chung, Sintchak or Leeper).
- **Students with completed forms can schedule their recitals during the official student scheduling sessions. These sessions will be communicated via email and will be held in the atrium.**
- **Events for next academic year – both fall and spring semesters must be completed by April 1.**
- **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 # _____

Student organizations (if applicable) _____

Studio Teacher Signature (required) _____

Area Coordinator Signature (required) _____

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BM Music Education Major

- Required half senior recital (must be shared with another student)
- Optional required full senior recital (only when recommended by studio teacher) _____ (instructor initials)
- Optional non-required recital

BM Performance Major

- Required junior recital
- Required senior recital
- Optional non-required recital

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

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

- Fall Semester Spring Semester

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Name of student desired to share recital _____

(They must submit a separate form)

Name of Accompanist: _____

*Special request regarding choice of date: _____

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*This is not a guarantee specific dates will be available. Dates are available on a first come first serve basis.
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For OFFICE USE ONLY!

Date/Time/Place of Recital _____

Date event put on calendar: _____

Scheduling fee added to student bill: _____