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 Voice type: _______________________________
Email Address: ___________________________ Phone # ___________________________

Student organizations (if applicable) _________________________________________________

Studio Teacher Signature (required) _________________________________________________

Area Coordinator Signature (required) _________________________________________________

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

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!

Date/Time/Place of Recital _____________________________________________________________
Date event put on calendar: ___________________________________________________________
Scheduling fee added to student bill: ___________________________________________________