

RECITAL RESERVATION FORM
(For Music Students and Faculty)
(Please Write or Print Clearly)

Name: _____ Student I.D. #: _____

Local Address: _____

Home or Off Phone: _____ Cell Phone: _____

Voice, Instrument or Group Name: _____

Applied Teacher (For Applied Recital): _____ Tel: _____
Student or Organization Advisor: _____ Tel: _____

(*A Music Faculty or Music Department Advisor must be present for the entire performance.)

Type of Program (check one): *Senior Recital _____
*Qualifying Recital _____
*Graduate Recital _____
Faculty Recital _____
Guest Program _____
Fraternity/
Sorority Program _____
Other _____ (Describe) _____

*Students who expect to graduate must perform their graduation recital before November 1st (Fall Semester), or before April 1st (Spring Semester).

*Pre-Recital Hearings are arranged with the Applied Teacher and Advisor.

*Recitals will not be approved unless hearing is passed.

*A format for printed graduation programs is obtained from the Recital Coordinator.

Performance Venue (check one): Childers (LVC) Recital Hall (3001) _____
Rankin Chapel (For organ or large ensembles) _____

(*Students may not give required recitals in other locations without written administrative approval.)

Preferred Day _____, Date _____, Time _____ Alt Time _____
Alternate Day _____, Date _____, Time _____

(Program/Events Must Conclude NO LATER THAN 10:00 PM)

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Responsibility of the Student or Student Organization:

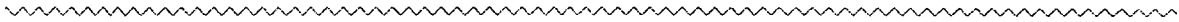
- \*Request Date and File Recital Reservation Form with Recital Coordinator.
- \*Print programs (Program must be approved by Teacher or Recital Coordinator.
- \*Have the stage set up at least 1 hour before the program.
- \*Properly remove and discard decorations and debris at the end of the program.
- \*Leave the facility in good condition at the end of the program.
- \*Graduating Student must provide the Music Office with 10 copies of the Program for Student's File.

Responsibility of the Teacher or Advisor:

- \*Get Key for Recital Hall from the Music Office.
- \*Be sure lights are off and all doors (3) to the Recital Hall (Rms. 3001 and 3002) are closed and locked at the conclusion of the program.
- \*Be sure performers have left the facilities in good order.
- \*Return key to the Music Office the next morning.

Responsibility of the Music Department:

- \*Tune Piano.
- \*Remove all non-performance related items from the stage.
- \*Have Recital Hall (3001) and adjacent room (3002) appropriately clean and orderly.



Signatures indicated that you have read and agree to the conditions indicated above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty or Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recital Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*6 Copies of this form are for the following:

(1) Student (2) Applied Teacher (3) Advisor (4) Coordinator (5) Chair (6) Administration