

## SCHOOL OF MUSIC RECITAL SCHEDULE FORM

Please fill out form entirely and return to scheduler, Administrative Office, 130 CSM5, to reserve hall.

**All student recitals will be held in the Choral Room (150 CSM6) or Recital Hall at UCC**

(unless otherwise permitted by committee and Scheduler).

Please indicate where you'd like to hold your recital: \_\_\_\_\_

<b>Name:</b>			
<b>Today's Date:</b>		<b>Phone:</b>	
<b>Instrument or Voice Part:</b>		<b>E-mail:</b>	

**RECITAL TITLE:** Please enter appropriate title of your recital (i.e. Senior, MA or DMA degree; or honors designation). This is how the recital will appear on the Recital Attendance website.

<b>TITLE:</b>	
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**TIME & DATE CHOICES:** Enter your choices **BY DATE** within the appropriate block. Consult the schedule books in Admin. Office, 130 CSM5 for available times.

**\*\*\* YOU MUST RETURN THIS FORM, WITH ALL REQUIRED SIGNATURES, BEFORE YOUR RECITAL CAN BE SCHEDULED. NO TENTATIVE HOLDS ARE PERMITTED. \*\*\***

Requested Time and Date	11:30-1:30pm 12:00pm recital	1:30-3:30pm 2:00pm recital	3:30-5:30pm 4:00pm recital	5:30-7:30pm 6:00pm recital	7:30-9:30pm 8:00pm recital
Date (First Choice)					
Date (Second Choice)					
Date (Third Choice)					

**COMMITTEE SIGNATURES & Requirements:** (Consult your area head or professor if there are any questions.)

- ◆ Honors – 1 signature
- ◆ Senior, Masters & MFA – 3 signatures
- ◆ DMA – 5 signatures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**TURN FORM OVER FOR MORE DETAILS.**

- ❖ **CONFIRMATION:** Within a week after you turn in the completed recital form, you will receive a confirmation e-mail with the hours of your reservation, the time and location of your performance, and your **recital number**. This number should be printed on your program.
- ❖ **PROGRAMS:** Recitalists are responsible for their own programs. Sample programs are available in the Administrative Office, 130 CSM5 and may be requested via e-mail to Scheduler. Each student is assigned a recital number which must be included on the program. Each student **MUST SUBMIT FOUR (4) COPIES OF THE PROGRAM TO THE MUSIC MAIN OFFICE FOR ARCHIVES.**
- ❖ **POSTPONEMENTS/CANCELLATIONS:** Please notify the Scheduler (Admin. Office in 130 CSM5) as soon as possible of any changes.
- ❖ **REHEARSALS:** These may be scheduled three weeks in advance of your recital date **ONLY**. **Rehearsals will not be scheduled until this form is complete.**
  - **Pianists & Conductors** – 5 hours rehearsal allowed (if available).
  - **All Others** – 2 hours rehearsal allowed (if available).
- ❖ **RECORDINGS:** Scheduling forms are available on the School of Music website at <http://www.uiowa.edu/~music/recordingstudio/recordinghome.htm> or by visiting 355 Becker Communications Services Building. You must arrange the recording at least three weeks in advance. **ADDITIONAL CHARGES ARE ASSESSED** for recordings scheduled less than three weeks prior to recital. If other events have been scheduled on the date you request, School of Music Recording Services may not be able to accommodate your request.
- ❖ **RECITAL ATTENDANCE:** Cards for Recital Attendance will be given to the Major Professor on or before the recital date. The recital will only be listed on the recital attendance website when this form is complete.
- ❖ **RECEPTIONS:** Reception space is **not** available for 2008-2009.
- ❖ **QUESTIONS:** Call Music Main Office – 335-1603 – or Scheduler – 335-2703 (Admin. Office, 130 CSM5).