

Student's name _____ Email address _____

Venue name _____

Venue's FULL address _____

Proposed Recital Date _____ / _____ / _____ **Time** _____**Note:** *Recitals **may not be held** on university holidays, home football game days, over Thanksgiving break, on Easter Sunday, or during autumn/winter/spring break. No recitals may be held on Reading Day or during finals.*

1. Provide a brief proposal for your studio instructor, including a rationale for the request to perform off-campus:

2. Obtain your studio instructor's signature of approval below.
3. Submit this form **with** the signed *Permission to Schedule Student Recital* form.

Your request will be considered, and you will receive email confirmation within 3–5 business days. Once confirmed, your **Recital Packet** will be emailed to you with additional instructions and deadlines.

If this request to perform your required recital off-campus is approved, you MUST:

1. Discuss all production, rehearsal, recording, and stage needs with your studio instructor.
NOTE: The School of Music stage crew is not available for off-campus recitals or rehearsals.
2. Ensure that a high-quality and properly tuned accompaniment instrument will be available, if needed for the recital (e.g. piano, organ or harpsichord).
NOTE: You must arrange for the availability, tuning and placement of the venue's instrument in the discussions and agreements with the venue's representative.
3. Provide approved recital programs as outlined in your *Recital Packet*.
4. Arrange for a professional-quality **audio** recording of the recital. Find instructions in your *Recital Packet*.

IMPORTANT: A recital performed without a high-quality audio recording will NOT count toward the completion of the degree program.

REMEMBER: The School of Music does not provide stage crew or audio/video services for off-campus recitals.

Student signature _____ DATE ____ / ____ / ____

Studio faculty signature _____ DATE ____ / ____ / ____