

- To complete the form, follow instructions at the [Recital Process and Scheduling Guide](#), including the length of recital, plus set time, required for your particular recital.
- Meet with your studio instructor to discuss requirements and determine your recital location.
- Once complete, email this form to mus-recitals@osu.edu.
- Your recital will be confirmed by email within 3–5 business days.

Student's name _____ Email address _____

Phone _____ – _____ Instrument _____

*Policy: 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.*

Access the [Meeting Room Booking System](#) (MRBS). Use the “Auditoria” and “TMV Clssrm/Perf Spaces” links on the top left. Based on openings in the schedule, determine your 1st, 2nd and 3rd date/time preferences and enter them below. **Be sure to include the set time required for your recital.**

*** NOTE: Not all spaces provide resources for the required recital recording or the livestream option. ***
CAUTION: Be sure that the room code you select here corresponds with the MRBS listing:

WG100A — Weigel Auditorium **N120 — Timashev Recital Hall**

Alternate Timashev spaces: **N160 *** **N 300 ***

1st Choice **2nd Choice** **3rd Choice**
 Date _____ Time _____ Date _____ Time _____ Date _____ Time _____

OFF-CAMPUS VENUE — Complete the *Off-Campus Recital Request* form, in addition to this form.

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

DEGREE SOUGHT (*check all that apply*): BM BME BA MM DMA PhD

Does this recital meet a requirement for your Honors Contract? Contact UNG Studies Chair, David Hedgecoth.1@osu.edu.

TYPE OF RECITAL – Be sure to register for the correct recital section and include the 5-digit class number below:

Check one:	Register for:	Check, if applicable:
<input type="checkbox"/> Junior recital	MUS 4505 – _____	<input type="checkbox"/> Jazz combo set
<input type="checkbox"/> Senior recital	MUS 4605 – _____	<input type="checkbox"/> Jazz combo set
<input type="checkbox"/> Graduate recital	MUS 7805/8905 – _____	<input type="checkbox"/> Jazz combo set

Specify type of Graduate recital: Solo Chamber/conducting Lecture

Optional recitals (not required for degree) are **ONLY permitted in autumn** semester and carry a \$50 fee. Deliver your check, payable to *The Ohio State University*, to Eva Banks in Weigel 110 **three weeks** before your recital.

Note: Later in this process you will be asked to GRANT or NOT GRANT permission to livestream your recital. This permission will be managed on the Crew Sheet you will complete for your stage/tech setup. The video will be accessible only with a YouTube link that will be provided prior to the performance.

Student signature _____	Date _____
Studio faculty signature _____	Date _____