

- To complete the form, follow instructions at the [Recital Process and Scheduling Guide](#), including the length of recital 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](mailto: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 Mazévo](#) (log in with your Ohio State credentials) — the School of Music Space Management platform.

View the spaces where you would like to hold your recital to **determine your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> date/time preferences and enter them below**. Select from:

- Weigel Auditorium or Timashev Recital Hall or N160.\*
- Timashev N300\* can be considered and is best for a lecture recital.

**\* NOTE: Not all spaces provide resources for the required recital recording or the livestream option. \***

**1<sup>st</sup> Choice**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

**2<sup>nd</sup> Choice**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

**3<sup>rd</sup> Choice**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

**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](mailto: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:**

Junior recital

Senior recital

Graduate recital

**Register for:**

MUS 4505 – \_\_\_\_\_

MUS 4605 – \_\_\_\_\_

MUS 7805/8905 – \_\_\_\_\_

**Check, if applicable:**

Jazz combo set

Jazz combo set

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 \_\_\_\_\_