OFF-CAMPUS RECITAL REQUEST

Student’s name __________________________________________ Email address __________________________________________
Venue name ____________________________________________________________________________________________
Venue’s FULL address ____________________________________________________________________________________

Proposed Recital Date ___________ Time ___________

Recitals may not be held on a university holiday, home football game day, over Thanksgiving break, university autumn/winter/spring breaks, Easter Sunday. No recitals may be held on Reading Day or during final exams.

1. Provide a brief proposal for the studio instructor, including a rationale for the request:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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 the off-campus required recital is approved, you MUST:

1. Discuss all production, rehearsal and stage needs with your studio instructor.
   • 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).
   • 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.

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

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

STUDENT’S SIGNATURE __________________________________________ DATE ____ / ____ / ____
STUDIO INSTRUCTOR’S SIGNATURE __________________________________________ DATE ____ / ____ / ____

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