OFF-CAMPUS RECITAL REQUEST

Student name: ___________________________________ Email address: ___________________________________
Venue name: __________________________________________________________________________
Venue 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:
_______________________________________________________________________________________
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2. Obtain the studio instructor’s signature of approval below.

3. Submit this form with the signed Permission to Schedule Student Recital form.

If the off-campus required recital is approved, the student MUST:

1. Provide an approved recital program. See the School of Music program template and Recital Program Guidelines
at https://music.osu.edu/current/recital-guidelines

2. Discuss all production, rehearsal and stage needs with the studio instructor.
   • The School of Music Stage Crew is not available for off-campus recitals or rehearsals.

3. Ensure that a high-quality and properly tuned accompaniment instrument will be available, if it is needed for the
recital (e.g., piano, organ or harpsichord).
   • The student must arrange for the availability, tuning and placement of the venue’s instrument in the
discussions and agreements with the venue’s representative.

4. Arrange for a professional-quality audio recording of the recital.
   • Request School of Music Audio Recording Services at https://music.osu.edu/current/recording-services
     o To determine the availability of Recording Services, email mus-recording@osu.edu
     o It is the student’s responsibility to arrange for a professional-quality audio recording of the recital, if
       School of Music Recording Services are not available.
       ▪ For information on recording format and quality standards, email mus-recording@osu.edu

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

STUDIO INSTRUCTOR’S SIGNATURE ______________________________________ DATE / /