SCHOOL OF MUSIC

PERMISSION TO SCHEDULE STUDENT RECITAL

Prior to scheduling your recital, meet with your studio instructor to complete this form and obtain their signature.

Once complete: Email this form to the Recital Scheduling Staff at mus-recitals@osu.edu. If unable to submit electronically, email the staff at the same address to make alternate arrangements. Once your recital is confirmed, your Recital Packet, with additional instructions and deadlines, will be emailed to you.

Student name: _______________________________ Email address: _______________________________

Phone: ________ - ________ - ______________________ Instrument: ________________________________

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.

Indicate your performance location:

☐ HUGHES AUDITORIUM: Go to the Room Schedule link in the footer of the School of Music website home page. Refer to the “Hughes Auditorium” column on the far left. Based on openings on the schedule, determine your 1st, 2nd and 3rd date and time preferences and enter them below. After submission, your preferences will be considered and you will receive confirmation via email.

<table>
<thead>
<tr>
<th>Recital Preferences:</th>
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<tbody>
<tr>
<td>1st: Date ______ Time ______</td>
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☐ OFF-CAMPUS VENUE NAME

Recital date: __________  Time: __________  Remember to attach the Off-Campus Recital Request form.

Degree sought:  
☐ BM  ☐ BME  ☐ BA  ☐ MM  ☐ MA  ☐ DMA  ☐ PhD  ☐ Other

☐ Does this recital meet a requirement for your Honors contract? If so, please contact Jan Edwards, chair of undergraduate studies, at edwards.689@osu.edu.

Type of Recital:

☐ Required for degree program:  
  Check one:  
  ☐ Junior recital MUS 4505 *  ☐ Jazz combo set  
  ☐ Senior recital MUS 4605 *  ☐ Jazz combo set  
  ☐ Graduate recital MUS 7805/8905  ☐ Jazz combo set

☐ Specify type of Graduate recital:  
  ☐ Solo  ☐ Chamber/conducting  ☐ Lecture

☐ Optional Recital (not required for degree) — Optional recitals may only be held during autumn semester. There is a $50 fee for optional recitals. Deliver your $50 to Sarah Burson in Weigel 110 no later than three weeks before your recital. Make checks payable to The Ohio State University.

STUDIO INSTRUCTOR’S SIGNATURE________________________________________ DATE   /   /