

SCHOOL OF MUSIC

PERMISSION TO SCHEDULE STUDENT RECITAL

Prior to scheduling your recital, meet with your applied instructor to complete this form and obtain their signature. Go to the **Room Schedule** tab at the bottom of the School of Music website home page. Based on openings on the schedule, determine your 1st, 2nd and 3rd date and time preferences and enter them below.

Deliver this form to Recital Scheduling Staff via email: mus-recitals@osu.edu. If unable to submit electronically, email the staff to make alternate arrangements. Your preferences will be considered and you will receive confirmation via email. Once confirmed, your *Recital Packet* with additional instructions and deadlines will be emailed to you.

Student Name: _____ **Email Address:** _____

Phone: _____ - _____ - _____ **Instrument:** _____

Recital Choices:

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

Room Requested: Weigel Auditorium (All Piano and Percussion recitals required to use Weigel)
 Hughes Auditorium

Degree Sought: BM BME BA MM MA DMA PhD _____
check all that apply *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: *check one*

<input type="checkbox"/> Required for degree program:	Register for:	<i>Check, if applicable:</i>
<i>Check One:</i> <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 Recital (not required for degree) **Optional recitals may only be held during autumn semester.**
(There is a \$50 fee for optional recitals in Weigel or Hughes Hall. 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.)

APPLIED INSTRUCTOR SIGNATURE _____

*** Undergraduate Students Only:** If your recital is required for your degree program, verification of completion of your required number of **Semester Concert Attendance Reports** will be completed by Eva Banks, undergraduate studies coordinator. *You will be contacted only if there is a problem.*