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: Date _______ Time _______   2nd: Date _______ Time _______   3rd: 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

☐ 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

☐ 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 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.