To be completed by recital scheduling staff

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 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 you are unable to submit this form electronically, contact the recital scheduling staff to make alternate arrangements. Your preferences will be considered and you will receive confirmation via email. Once confirmed, your Recital Packet will be emailed to you with additional instructions.

Student Name: __________________________ Email Address: __________________________

Phone: __________________________ Instrument: __________________________

Recital Choices
1st: Date ______ Time ______ 2nd: Date ______ Time ______ 3rd: Date ______ Time ______

Degree: check one
☐ BM ☐ BME ☐ BA ☐ MM ☐ MA ☐ DMA ☐ PhD ☐ Other __________________________

Type of Recital: check one
☐ Required for degree program
☐ Junior recital [Recital Registration is Mus 4505] *
☐ Senior recital [Recital Registration is Mus 4605] *
☐ Graduate recital [Recital Registration is Mus 7805/8905]

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

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

* Undergraduate Students Only: If your recital is required for your degree program, you must obtain verification of your completion of the required number of Semester Concert Attendance reports. Take this form to Eva Banks in Weigel 110 for verification and signature PRIOR to turning in this form.

Eva Banks, Undergraduate Coordinator

For Office Use Only:
Recital Date Assigned: __________________________ Student and Instructor Notified: ________________
Recital Time: ___________ Set Time: __________
Date Entered into MRBS: __________________________ Recital Packet Prepared: Y ☐ N ☐
Recital Packet Delivered: Y ☐ N ☐ Reception Scheduled: Y ☐ N ☐
Dress Rehearsal 1: __________________________ Dress Rehearsal 2 __________________________

THE OHIO STATE UNIVERSITY
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