

Music Recital Procedure

These are the guidelines to schedule your junior and senior recitals, plus any auxiliary recitals you wish to perform. Each milestone must be completed on or before these deadlines. Any delay can result in the cancelling of your recital, and the possible delaying of graduation.

Instructions:

- Confirm 1st, 2nd, 3rd choice dates with private instructor
- Complete/turn in signed recital form by proposed deadlines.
- First come, first served scheduling.

Milestone	Fall	Spring
Recital forms due <i>No form, no recital</i>	Sept 30	February 28
All recital hearings	First two weeks of October M-W 2-4 pm	First two weeks of March M-W 2-4 pm
Program template due from student	Two weeks before recital date	Two weeks before recital date
Recital dates/start times	Nov weeknights: 7:30 pm Nov weekends: 2 & 5 pm *L060 and L285 reserved; priority to ensembles	April weeknights: 7:30 pm April weekends: 2 & 5 pm *L060 and L285 reserved; priority to ensembles

School of Theatre & Music

Music Recital Scheduling Packet



1. Select your first, second, and third choice dates, with your private instructor, from the attached schedule.

2. Verify that your instructor and your panel are available for the dates.
3. Complete and return this packet by the deadline. Recitals will be scheduled on a first come, first served basis.

Name: _____ UIN: _____
 Degree: _____ Recital Requested (circle) Full Half
 Instrument: _____ Juniors: Sharing with? _____

Recital Date:

Date Choice 1 _____ Time _____ Venue _____
 Date Choice 2 _____ Time _____ Venue _____
 Date Choice 3 _____ Time _____ Venue _____

Hearing Date:

At your hearing, you must submit your entire program, and 75% must be performance-ready.

Date Choice 1 _____ Time _____ Venue _____
 Date Choice 2 _____ Time _____ Venue _____
 Date Choice 3 _____ Time _____ Venue _____

Committee members:

Private teacher: _____
 Voting faculty member 1: _____
 Voting faculty member 1: _____

I have confirmed these dates and availability with my instructor and recital panel. I understand that I must prepare and submit documentation by the listed guidelines, and that failure to comply may result in the cancellation of my recital and/or delay my graduation.

Signature: _____

Submission guidelines:

AVAILABLE FALL RECITAL SLOTS: November

If no room is listed, both L060 and L285 are available.

	Fall	Spring
Recital forms due <i>No form, no recital</i>	Sept 30	February 28
All recital hearings	First two weeks of October	First two weeks of March
Program template due from student <i>No template, no programs</i>	Two weeks before recital date	Two weeks before recital date
Recital dates/start times	Nov weeknights: 7:30 pm Nov weekends: 2 & 5 pm	April weeknights: 7:30 pm April weekends: 2 & 5 pm

SU	M	T	W	R	F	SA
				1	2	3
4 2:00 PM 5:00 PM	5 7:30 PM: L285	6	7	8	9	10 2:00 PM 5:00 PM
11 2:00 PM 5:00 PM	12 7:30 PM: L285	13	14	15	16 7:30 PM: L285	17 2:00 PM 5:00 PM: L060 only
18 2:00 PM 5:00 PM	19 Jazz Ensemble	20 Chamber Music	21 THANKSGIVING HOLIDAY	22 THANKSGIVING HOLIDAY	23 THANKSGIVING HOLIDAY	24 THANKSGIVING HOLIDAY
25 THANKSGIVING HOLIDAY	26 Jazz Workshop	27	28 Percussion Ensemble	29	30 Symphonic Band	1 2:00 PM 5:00 PM
2 2:00 PM 5:00 PM	3	4	5	6	7 End of Classes	

AVAILABLE SPRING RECITAL SLOTS: March/April/May

If no room is listed, both L060 and L285 are available.

SU	M	T	W	R	F	SA
					MARCH:	9 Orchestra
10 Symphonic Band	11 7:30 PM: L285	12	13	14	15 UIC Choirs 7:30 PM: L285	16 2:00 PM 5:00 PM
17 2:00 PM 5:00 PM	18 7:30 PM: L285	19	20	21	22 7:30 PM: L285	23 2:00 PM 5:00 PM
24 2:00 PM 5:00 PM	25 7:30 PM: L285	26	27	28	29 7:30 PM: L285	30 2:00 PM 5:00 PM
31 2:00 PM 5:00 PM	APRIL: 1 7:30 PM: L285	2	3	4	5 7:30 PM: L285	6 2:00 PM 5:00 PM
7 2:00 PM 5:00 PM	8 7:30 PM: L285	9	10	11	12 7:30 PM: L285	13 2:00 PM 5:00 PM
14 2:00 PM 5:00 PM	14 7:30 PM: L285	16	17 Wind Ensemble & Symphonic Bands	18	19 7:30 PM: L285	20 2:00 PM 5:00 PM
21 2:00 PM 5:00 PM	22 7:30 PM: L285	23 Chamber Music	24	25	26 Percussion Ensemble 7:30 PM: L285	27 2:00 PM 5:00 PM
28 2:00 PM 5:00 PM	29 7:30 PM: L285	30	MAY: 1	2	3 End of Classes	4