

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: _____

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:

	Fall	Spring
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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

AVAILABLE APRIL RECITAL SLOTS

SU	M	T	W	R	F	SA
						1 2:00 PM 5:00 PM
2 2:00 PM 5:00 PM	3 7:30 PM: L285	4 7:30 PM	5 7:30 PM	6 7:30 PM	7 7:30 PM	8 2:00 PM 5:00 PM
9 2:00 PM 5:00 PM	10 7:30 PM: L285	11 Percussion Ensemble	12 7:30 PM	13 7:30 PM	14 7:30 PM	15 2:00 PM 5:00 PM
16 EASTER: No Recitals	17 7:30 PM: L285	18 University Band	19 Jazz Guitar and Vocals	20 7:30 PM	21 7:30 PM	22 2:00 PM 5:00 PM
23 2:00 PM 5:00 PM	24 Jazz Ensemble and Workshop	25 Jazz at Jaks	26 Orchestra	27 Choirs	28 Instruction Ends	29
30						