School of Music Recital Schedule Form

This form must be filled out completely in order to reserve a hall. Please return to 130 CSM5 or email to music-scheduler@uiowa.edu.

Indicate the room where you’d like to hold your recital:

☐ Choral Room (150 CSM6) ☐ UCC Recital Hall (1670 UCC)
☐ Atrium (172 MW) ☐ Band Room (150 MW)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Today's Date:</th>
<th>Phone:</th>
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</thead>
</table>

Instrument or Voice Part: E-mail:

RECITAL TITLE: Please enter appropriate title of your recital (including degree or honors designation). This is how the recital will appear on the Recital Attendance website.

TITLE:

TIME & DATE CHOICES: Enter your choices BY DATE within the appropriate block. View instructions for accessing available times here: http://wiki.uiowa.edu/display/music/Room+Scheduling

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<tr>
<th>Requested Time and Date</th>
<th>11:30-1:30pm 12:00pm recital</th>
<th>1:30-3:30pm 2:00pm recital</th>
<th>3:30-5:30pm 4:00pm recital</th>
<th>5:30-7:30pm 6:00pm recital</th>
<th>7:30-9:30pm 8:00pm recital</th>
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<td>Date (First Choice)</td>
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<td>Date (Second Choice)</td>
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<td>Date (Third Choice)</td>
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Committee Members and Signature of Major Professor:
(Consult your area head or professor if there are any questions.)

♦ Honors, Optional – signature of major professor
♦ Senior, Masters & MFA – signature of major professor
♦ DMA – signature of major professor and names of four additional committee members

1. _______________________________ (Major Professor signature – this individual will receive recital attendance cards)
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________

YOU MUST RETURN THIS FORM, WITH ALL REQUIRED SIGNATURES, BEFORE YOUR RECITAL CAN BE SCHEDULED. NO TENTATIVE HOLDS ARE PERMITTED.

TURN FORM OVER FOR MORE DETAILS.
CONFIRMATION: Within a week after you turn in the completed recital form, you will receive a confirmation e-mail with the hours of your reservation and the time and location of your performance.

PROGRAMS: Recitalists are responsible for their own programs. Sample programs are available on the School of Music website. Each student must submit four copies of their program to the Main Office (2700 UCC) for archival purposes.

POSTPONEMENTS/CANCELLATIONS: Please notify the Scheduler (Admin. Office in 130 CSM5) as soon as possible of any changes.

REHEARSALS: These may be scheduled three weeks in advance of your recital date ONLY. Rehearsals will not be scheduled until this form is complete.
- Pianists & Conductors – 5 hours rehearsal (if available).
- All Others – 2 hours rehearsal (if available).

RECORDINGS: If you would like to have your recital professionally recorded and mastered, the School of Music Recording Studio offers high-quality and affordable recital recording services. Please fill out the online recording request form found at http://music.uiowa.edu/resources/recording-studios at least three weeks before your recital in order to avoid late request fees. A Recording Studios employee will contact you after your information is received. Rates may vary depending on the specific recording options that you choose.

RECITAL ATTENDANCE: The major professor indicated on this form will be in charge of running the electronic recital attendance system. The recital will be listed on the recital attendance website when this form is complete. Recitals will be listed on the website through the last day of classes for the semester.

RECEPTIONS/USE OF SPACE: Reception space is not available. If evidence of food or drink is found in spaces you’ve reserved, you will be charged overtime rates for custodial service. Furniture in the recital hall must be left as it was found – if it is necessary to move furniture after your recital you will be charged custodial overtime.

OPTIONAL RECITALS: Optional (non-degree) recitals must be performed prior to the last three weeks of classes each semester. To book an optional recital, you will need the signature of your major professor, who also will be responsible for the recital attendance cards for the event.

QUESTIONS: Email Scheduler at music-scheduler@uiowa.edu.