

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 kate-thompson@uiowa.edu.

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

- | | |
|---|--|
| <input type="checkbox"/> Choral Room (150 CSM6) | <input type="checkbox"/> UCC Recital Hall (1670 UCC) |
| <input type="checkbox"/> Atrium (172 MWIB) | <input type="checkbox"/> Band Room (150 MWIB) |

Name:			
Today's Date:		Phone:	
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:	
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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>

Requested Time and Date	11:30-1:30pm 12:00pm recital	1:30-3:30pm 2:00pm recital	3:30-5:30pm 4:00pm recital	5:30-7:30pm 6:00pm recital	7:30-9:30pm 8:00pm recital
Date (First Choice)					
Date (Second Choice)					
Date (Third Choice)					

COMMITTEE SIGNATURES & Requirements: (Consult your area head or professor if there are any questions.)

- ◆ Honors, Optional – 1 signature
- ◆ Senior, Masters & MFA in brass/woodwind area – 1 signature
- ◆ Senior, Masters & MFA in all other areas – 3 signatures
- ◆ DMA – 5 signatures

1. _____ (Major Professor – 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, the time and location of your performance, and your **recital number**. This number should be printed on your program.
- ❖ **PROGRAMS:** Recitalists are responsible for their own programs. Sample programs are available on the School of Music website. Each student is assigned a recital number which must be included on the program. 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 allowed (if available).
 - **All Others** – 2 hours rehearsal allowed (if available).
- ❖ **RECORDINGS:** Scheduling forms are available on the School of Music website at <http://www.uiowa.edu/~music/recordingstudio/recordinghome.htm>. You must arrange the recording at least three weeks in advance. Additional charges are assessed for recordings scheduled less than three weeks prior to recital. If other events have been scheduled on the date you request, School of Music Recording Services may not be able to accommodate your request.
- ❖ **RECITAL ATTENDANCE:** Cards for Recital Attendance will be given to the major professor on or before the recital date. The recital will only 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 for 2012-2013. 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 kate-thompson@uiowa.edu.