**NON-REQUIRED RECITAL SCHEDULING PROCESS**

1. Student gets Approval Form from School of Music office, C550 HFAC.

2. Student’s private lesson teacher or a faculty member associated with the major signs the form, approving student to schedule a recital.

3. Student takes signed form to HFAC Scheduling; gets HFAC Scheduling signature, schedules recital, and gets set-up packet.

4. HFAC Scheduling keeps the Approval Form for its records.

5. **Successful recital!**