School of Music
REQUIRED RECITAL APPROVAL FORM

After registering for the appropriate recital, take your proof of registration and this completed form to the Scheduling Office D-359 HFAC (inside Pardoe south lobby) to schedule your required recital and receive your set-up packet.

Performing your recital this semester is dependent upon passing your pre-recital hearing.

Name__________________________ Phone # ___________________ Student ID ______________

Email address ____________________________

Best # to reach you ____________________________

Semester of Recital ____________________________ Instrument ____________________________

Indicate if Composition or Media Music major

Recital 249 349 449 649 697B
(circle one) Soph Junior Senior Grad Final Graduate

REQUIRED SIGNATURES

By signing this form, I acknowledge this student’s eligibility to perform a recital during the requested semester.

__________________________________  _____________________________
Private Lesson/Composition Instructor or Media Music Div. Coordinator  Date

__________________________________  _____________________________
Studio Area Head / Division Coordinator  Date

__________________________________  _____________________________
HFAC Scheduling Representative  Date

Last update: 11/11/2011
Student gets Approval Form from studio instructor, Advisement Center, or the Music office; also receives the Required Student Recital Checklist sheets

Student’s studio instructor & Division Coordinator/Area Head signs the form, approving student to schedule a recital.

Student takes the signed form to Advisement Center to flag the recital class; registers for the appropriate recital at earliest convenience, prints out proof of registration.

Student takes signed form and proof of registration to Scheduling during priority recital scheduling; gets Scheduling signature, schedules recital, and gets set-up packet.

Scheduling keeps the Approval Form for its records.

Successful recital!