Master Class or Recital Scheduling Form

ALL SCHEDULING AND APPROVALS MUST BE COMPLETED NO LATER THAN THREE (3) WEEKS PRIOR TO THE PERFORMANCE DATE.

Today’s Date: ____________________________
Responsible Party: ____________________________________________ Phone: ____________________________

Circle one: Level (if applicable):  Junior Senior Graduate Faculty Guest Artist

Instrument (if applicable): ____________________________________________

Ensemble (if applicable): ____________________________________________

Performance location (e.g. Concert Hall, Recital Hall, etc.): ____________________________

Performance Date: ____________________________ Performance Time: ____________________________

Duration of program (approx. length in minutes incl. breaks and/or intermission): ____________________________

Rehearsal Date(s): ____________________________ Rehearsal time(s): (Begin) __________ (End) __________

Performers (s): ____________________________________________

Accompanist: ____________________________________________

(Any piano GA must be approved by piano division signature below.)

Ushers: ____________________________________________

Stage/equipment requirements (choice of piano, music stands, etc.): ____________________________________________

$45.00 RECORDING FEE MUST ACCOMPANY THIS FORM………………………………Paid ______

$50.00 DEPOSIT MUST ACCOMPANY THIS FORM IF THE PREP KITCHEN IS NEEDED……Paid __________

REQUESTED ____________________ NOT REQUESTED ____________________

Approvals: ALL SIGNATURES AND TYPED PROGRAM MUST BE TURNED IN TO THE MUSIC OFFICE NO LATER THAN 3 WEEKS PRIOR TO EVENT DATE.

Jury Committee: ____________________________ Signature/Date ____________________________ Signature/Date ____________________________ Signature/Date

Piano Division Approval of Accompanist: ____________________________ Signature Date

Departmental Approval: ____________________________ Signature Date

Copy to user ________________; Copy for calendar management ________________; Copy to recording ________________

(Revision 4/11)