

Master Class or Recital Scheduling Form

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

Today's Date: _____ Responsible Party: _____

Phone: _____ Email: _____ Degree Sought: _____

Circle one: Level: Undergraduate Graduate Faculty Guest Artist Required for Degree? Yes No N/A

Performance Duration - Circle One: Half (30 min) Full (60 min)

Instrument (if applicable): _____

Ensemble (if applicable): _____

Recording Option - Circle One: Video Recording Live Stream (YouTube) (Audio is automatically recorded and a copy will always be given.)

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

Performance Date: _____

Performance Time - Circle one: 3:00 (Sat only) 4:30 (Sat/Sun) 6:00 (Sun-Fri) 7:30 (Sun-Fri)

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 RECITAL 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 Calendar Approval: _____

Signature

Date

CC: Faculty _____ Performer _____ Calendar _____ Usher _____ Stage Manager _____ Recording _____