Step 1: **Undergraduate Students** – Select three (3) alternative & prioritized dates for your recital and three (3) dates for your dress rehearsal. This selection needs to be made with your private teacher.

**Graduate Students** – Select three (3) alternative & prioritized dates for your recital and three (3) dates for your dress rehearsal. This selection needs to be made with your supervisory committee and private teacher.

- **Masters Students** – Previews must be two-weeks prior to recital. Most previews should be scheduled in your Private Teacher’s Studio. Piano Performance Majors can schedule their preview in the Dumke Recital Hall.

Step 2: Bring your three (3) prioritized dates to schedule your January - April recital and dress rehearsal with the Facilities Coordinator in DGH 204.

- **Graduate Students only on Monday, January 13 & Tuesday, January 14 from 9:00 AM – 12 PM and 2 PM – 4 PM**
- **Senior Recitals and Graduate Students only on Wednesday, January 15 & Thursday, January 16 from 9:00 AM – 12 PM and 2 PM – 4 PM**
- **Junior Recitals/Non-Degree Recitals, Graduate Students and Senior Recitals only on Friday, January 17 from 9:00 AM – 12 PM and 2 PM – 4 PM**
- **Additional scheduling times will be available January 21-24 from 9:00 AM – 12 PM & 2 PM – 4 PM**

Step 3: If we are not able to accommodate any of your three dates you will need to go back to Step 1 and begin the process again. We cannot hold dates for recitals or for rehearsals.

Step 4: **Degree Recitals**: A scheduling deposit of $50 in addition to the regular Course Special Fee ($75) is required at the time a recital is scheduled. Music Education and Jazz Composition majors requesting an hour recital must pay the total $125 ($75 + $50).

- If the recital is canceled or date changed after receipt of payment for any reason, the entire $50 deposit is forfeited
- To reschedule the recital for a different date there will be a $100 non-refundable rescheduling fee. Exceptions will only be approved with a valid doctor’s note.
- Upon successful completion of the degree recital, students will typically be refunded $25 of the original $50 deposit (see above). The non-refunded $25 is charged to offset cost of producing a professional-quality digital archive copy of the recital for the School of Music. Qualified refunds must be picked up within three weeks after recital date or you will forfeit the refund.
- Students are entitled to use the Ida Smith Clark Green Room for degree recitals without charge. However, if the Green Room is not left in spotless condition afterward, the $25 due back as a refund from the original deposit will be forfeited as a cleaning charge. Food is not allowed in the Clark Green Room. Water is the only drink allowed.

Step 5: **Junior Recitals and Non-degree Recitals**: A non-refundable scheduling deposit of $100 is required at the time a recital is scheduled.

- To reschedule the recital for a different date there will be a $100 non-refundable rescheduling fee. Exceptions will only be approved with a valid doctor’s note.
- If you wish to have a recording of the recital you must arrange this on your own. Contact Dr. Cottle, d.cottle@utah.edu, if you would like help from the School of Music staff.
- Non-degree Recitals: If you wish to use the Ida Smith Clark Green Room for the recital, there is an additional fee of $100 (non-refundable). Food is not allowed in the Clark Green Room. Water is the only drink allowed.

Step 6: Please make checks or money order payable to: **University of Utah School of Music**. Cash cannot be accepted.

Step 7: Students are not permitted to design and print their own recital programs. Program information for all concerts and recitals sponsored by the School of Music must be submitted to the Programs Coordinator at music-programs@lists.utah.edu at least two (2) weeks prior to the program date. If you do not submit your program two weeks in advance you will forfeit your $25 refund. Please refer to Procedures for Printed Programs at http://www.music.utah.edu.
School of Music  ◆  Student Recital Scheduling Request  ◆  Spring 2014
Recital and Dress Rehearsal dates become finalized only after the deposit has been paid.

Name_________________________________________  Phone # __________________________
Student ID #____________________________________  Cell#___________________________
E-mail Address________________________________________

Instrument/Voice Type__________________________  Major__________________________
Who is your private instructor?_________________________

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<th>Recital</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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<td>Date</td>
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<tr>
<td>Time*</td>
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(See below for allowed start times)
| Location|            |            |            |

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<tr>
<th>Dress Rehearsal</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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<tr>
<td>Date</td>
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*Standard recital start times are as follows:
Monday-Friday – 4 PM, 6 PM & 8 PM (warm-up is allowed half-hour prior to recital time)
Saturday-Sunday – 10 AM, 12 PM, 2 PM, 4 PM, 6 PM, 8 PM (warm-up is allowed half-hour prior to recital time)

# of Music Stands_________  # of Chairs_________  Piano_________  Harpsichord_________

Will the Ida Smith Clark Green Room Be Used?  YES☐  NO☐
Will Refreshments Be Served?  YES☐  NO☐  (Receptions must be held in the Engebretson Student Lounge)

Special Needs/Notes__________________________________________________________

**Office Use Only**

Finalized Recital Date and Time_______________________________________________
Finalized Dress Rehearsal and Time_____________________________________________

Is this a recital being rescheduled from a previous finalized recital date:  YES☐  NO☐
Type of Recital:

Undergraduate Students

_____ MUSC 4920 – Senior Recital
_____ Music Education 1-Hour Recital
_____ Jazz Composition Majors
_____ Non-Required/Junior Recital

Private Instructor Approval: ______________________________ Date ______________

Major Area Coordinator Approval: ________________________ Date ______________

Graduate Students

DMA:

_____ MUSC 7920 – DMA Performance I
_____ MUSC 7930 – DMA Performance II
_____ MUSC 7940 – DMA Performance III
_____ MUSC 7950 – DMA Lecture Recital
_____ MUSC 7960 – DMA Related Field Recital

Masters:

_____ MUSC 6920 – Master’s Performance I (Recital I)
_____ MUSC 6930 – Master’s Performance II (Recital II)
_____ MUSC 6940 – Master’s Performance II (Recital III)
_____ MUSC 6950 – Conducting Performance Recital I
_____ MUSC 6960 – Conducting Performance Recital II

Private Instructor Approval: ______________________________ Date ______________

Supervisory Chair Approval: ______________________________ Date ______________

Major Area Coordinator Approval: ________________________ Date ______________

Undergraduate and Graduate Students:

By signing my name below I acknowledge that I have read and understand the Student Recital Scheduling Policy and other policies regarding student recitals located in the undergraduate handbook and graduate handbook available at http://www.music.utah.edu.

Student’s Signature ___________________________ Date ______________

Office Use Only

Deposit Amount $ ___________________________ Date Received ______________

Form of Payment/Check # ______________________ Received By __________________
