# STUDENT RECITAL REQUEST FORM

Student's Name: _____

Email: _____

Phone: _____

Year: *Senior* ☐ *Junior* ☐ *Sophomore* ☐ *Freshman* ☐

Instrument: _____

Major: _____

Major Professor: _____

Is this recital a requirement for graduation? **Yes** ☐ **No** ☐

Are you registered to do a recital through YES? **Yes** ☐ **No** ☐

| | **Date** | **Time(s)** | **Hall** |
|---|---|---|---|
| **1st Choice** | | | |
| **2nd Choice** | | | |
| **3rd Choice** | | | |

Length of Program: _____ ***Must be under 70 minutes, including breaks.***

Will you be hosting a reception afterwards? **Yes** ☐ **No** ☐

What instrumention is involved and what are your set-up requirments?

_____

**Please read the following policies regarding student recitals. Sign below where it says *Student's Signture* stating that you understand these policies and that you have read the Student Recital Handbook.**

You must pass your hearing NO LATER THAN 3 weeks prior to your recital.

**Failure to pass hearing by deadline will result in the cancellation of the recital.*

You must submit your technical requests to John Sevier at least 4 weeks prior to your recital.

If your recital is REQUIRED, you must submit your program 3 weeks prior to your recital to Heather White.

If you must cancel your recital, you must contact the Operations Supervisor IMMEDIATELY - Time is limited in the halls and there may be someone waiting for an opening. Please note that no one is allowed to swap times, all cancellations & reservations must go through the Operations Supervisor.

Students are alloted 2 hours of rehearsal time in the performance halls in preparation for a recital. (as calendar allows)

Students are permitted ONE rescheduling of recital, rehearsal or hearing. The request must come from the professor.

Student's Signature: _____
*Signature* *Date*

Approval of Major Professor: _____
*Signature* *Date*

Dead Week/Finals Week Approval: _____
*Signature (Dean Rose)* *Date*

Please return this form to the Operations Supervisor, Heather White, via email - heather.d.white@vanderbilt.edu