

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 instrumentation is involved and what are your set-up requirements?

Please read the following policies regarding student recitals. Sign below where it says *Student's Signature* 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 allotted 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 Biddlecombe) *Date*

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