

# Student Recital Request Form

\_\_\_\_\_  
Name Today's date

**M T W Th F S Su** \_\_\_\_\_  
Recital date\*

\_\_\_\_\_  
Recital time

Junior Senior Graduate Doctoral  
BM BME BA MM DA

Level of recital and degree (circle all that apply)

\_\_\_\_\_  
Instrument/voice type

Recital location:  
\_\_\_\_\_

<b>OFFICE USE ONLY</b> <b>Submitted Date/Time:</b> _____ Advisor approved _____ School of Music approved _____ Piano Tech notified _____ R-25 Schedule _____ Now-Up-To-Date Calendar _____ Crew Schedule Log _____ SOM Events on Web _____
<b>RECITAL TIMES:</b> 4:40 PM Undergraduate 6:15 PM Graduate 7:00 or 7:30 PM Lg Ensemble 8:00 PM Faculty

**NOTE regarding recital locations:**

- **Milne Auditorium** always requires work crew. Please check first with Ron Brooks, Vault Supervisor, for availability of Milne Auditorium (970/351-2680, ronald.brooks@unco.edu).
- **Off-Campus locations** must be booked by the student.

Off-campus venue confirmed with: \_\_\_\_\_ on \_\_\_\_\_

Does not apply to me

Recital date reserved from (time): \_\_\_\_\_ to: \_\_\_\_\_

\*\* Please do not reserve so much time so as to inhibit another from having a recital prior to or after yours.

Is this a half or joint recital? YES  with \_\_\_\_\_ NO

**\* PLEASE NOTE: The following types of recital requests MUST include a note submitted in writing to the Director for approval:**

- recitals scheduled during clear week or finals week
- recital requests submitted with less than four weeks' notice
- recitals starting at times other than the standard times listed

Have I included a note submitted in writing to the Director for approval? YES

NO, does not apply to me

## Dress Rehearsal

Do you need a dress rehearsal? YES  NO

\_\_\_\_\_  
Dress rehearsal date \_\_\_\_\_ to \_\_\_\_\_  
Dress rehearsal time

Is a Work Crew person needed for your dress rehearsal? YES  NO

## Stage Set-Up/Equipment Needed

Do you need special stage set-up? YES  NO

*Please indicate the stage set-up on the attached sheet. If you need more than one set-up during the recital, please submit separate stage set-up sheets for each one. Any changes can be e-mailed to the Work Crew at [ron.brooks@unco.edu](mailto:ron.brooks@unco.edu).*

Equipment needed:

piano      \_\_\_\_\_ # stands      \_\_\_\_\_ # chairs       harpsichord \*

other: \_\_\_\_\_

*\*Note: If a harpsichord is needed, please contact the School of Music office at 351-2993, Debra Throgmorton at 970-204-8342, AND Work Crew at 351-2680 **ONE MONTH in advance** of the performance. Also, please **schedule ½ hour before your dress rehearsal/recital** to move instrument.*

## Recital Programs

\_\_\_\_\_ I would like my recital program to be formatted and produced in the School of Music office (see guidelines on page three).

\_\_\_\_\_ I will format and produce my own recital program, subject to review and approval by the School of Music office. **I understand that I must bring eight (8) copies of my program to Frasier 108 so the receptionist can forward it to my student file and the archives at the Music Library.**

*I have read the guidelines on page three for arranging a recital and am aware of the deadlines for turning in recital program drafts. I will contact the Work Crew Chief and the School of Music office in the event of any changes to this form.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Student's phone

\_\_\_\_\_  
Advisor's phone

\_\_\_\_\_  
Student's e-mail

\_\_\_\_\_  
Advisor's e-mail

\_\_\_\_\_  
Director's signature (if required) and date approved

Director's comments (if applicable):

Advisor's comments (if applicable)

## Guidelines and Checklist for Recital Program

**Recital Request Form:** This recital request form must be turned in to the School of Music office, Frasier 108, **at least four (4) weeks prior** to your requested recital time. Any requests coming in with less than four weeks' notice must include a written request of permission to the Director of the School of Music before they will be approved.

**Programs:** Program material should be turned in to the School of Music office, Frasier 108, **three weeks prior** to your recital. If you turn in material with less than three weeks' notice, the program will be completed at Music Office's discretion only. A program will be printed in standard format, unless otherwise requested and approved. Distribution of the program is your responsibility.

**Equipment: The Music Work Crew must be notified of your needs at least TWO WEEKS prior to your dress rehearsal.** They must also be informed if you need a set-up for your dress rehearsal.

**Recital Locations:** Be sure that the auditorium or building is locked and secure and all lights are off before you leave. The faculty member present is always responsible for this after the rehearsal.

**Recordings:** If you wish to have your recital videotaped and/or recorded, you must make your own arrangements. One copy of the recording of required graduate recitals **MUST** be filed with UNC's Skinner Music Library.

### Checklist

- FOUR (4) WEEKS BEFORE THE RECITAL:** Turn in your completed recital request form to the receptionist in Frasier 108.
- THREE (3) WEEKS BEFORE THE RECITAL:** E-mail your recital program information to the receptionist in Frasier 108 at [sue.allen@unco.edu](mailto:sue.allen@unco.edu) or submit CD or flash drive to her in person. Program material (including translations, if applicable) must be provided in MS Word format. **PLEASE NOTE:** Accuracy is **YOUR** responsibility. We only format your program and will not check for typing errors.
- TWO (2) WEEKS BEFORE THE RECITAL:** A copy of your program and a faculty approval form will be placed in your advisor's box. Please proofread for mistakes.
- ONE (1) WEEK BEFORE THE RECITAL: Contact work crew.** Return your final draft of the program with any corrections, number of programs to be printed, and a signed faculty approval form to the receptionist in Frasier 108. Make sure to indicate the number of programs to be printed.
- TWO (2) DAYS BEFORE THE RECITAL:** You can pick up your recital programs in the copy room, Frasier 101, on the bookshelf next to the refrigerator. **PLEASE NOTE:** Due to equipment breakdowns or scheduling problems, programs may not always be ready two (2) days ahead of the recital date, but they **WILL** be ready on the day of the recital.

### Final Reminders

- RECITAL TIMES for undergraduates are at 4:40 p.m., for graduate students at 6:15 p.m., and for faculty at 8:00 p.m.
- DO always check the School of Music calendar for possible conflicts when scheduling events.
- DO NOT schedule same department recitals at the same time.
- DO NOT schedule student recitals at the same time as faculty recitals or other major events.
- DO NOT schedule a 6:15 recital when a major orchestra event is planned.
- DO be aware that **churches must be scheduled by the student**, and there is usually a fee. Please see the Off-Campus Recital Venues Checklist for details.
- PIANO TUNING is free** if the recital is in one of UNC's regular recital venues (Foundation Hall, Milne Auditorium, or Frasier Hall). Please contact the School of Music office (Frasier 108) at 351-2993.
- POSTPONEMENT or RESCHEDULING of a recital within the same semester is *not* allowed unless approved by the Director of the School of Music.
- PLEASE KEEP A COPY of this completed form for your records.

# STAGE SET-UP DIAGRAM

Name: \_\_\_\_\_

Recital Date/Time: \_\_\_\_\_

Dress Rehearsal Date/Time: \_\_\_\_\_

Venue: \_\_\_\_\_

**Please diagram your stage set-up preference  
in the space provided below.**

**AUDIENCE**

---

**STAGE**