

# RESERVATION FORM

## STUDENT DEPARTMENTAL RECITALS

(Tuesday/Thursday, 1:00 p.m., M-183 [WRH] or M-126 [CH])

**Note:** Return to Music Department Office (M-134), Concert Assistant, at **least one week in advance** of your preferred performance date. If the form is submitted late, you will not be scheduled, but will be put on a waiting list for that week only. (Please be ready to perform in case of a last minute cancellation.) No application will be carried over to the following week. A new application must be submitted before the stated deadline, which is Wednesday, at 5 p.m.

PLEASE TYPE:

Name of individual or ensemble \_\_\_\_\_

Home telephone number \_\_\_\_\_

Voice or instrument type \_\_\_\_\_

Proposed recital date \_\_\_\_\_

**Program information** (movement(s) should carry tempo indications, or their appropriate titles. If you are performing an aria, you should indicate from which opera the aria comes.

Title And Movement(S)	Composer's Full Name	Dates

Accompanist's name \_\_\_\_\_

**If ensemble,**

Name of Members	Instruments or Voice Types

*(If more space is needed attach typed list)*

Duration of performance (please be accurate) \_\_\_\_\_

Instructor's Approval \_\_\_\_\_



**Please read carefully before returning attached form to  
Music Department Office**

1. Applications are due 1-week prior to performance date.
2. This form will not be accepted unless it is properly completed. All information should be typed. Be sure to complete both sides of the form.
3. Cancellations must be made **in writing** at least 3 days before the reserved time and could prohibit you from participating in a departmental recital for the duration of the semester.
4. Singers, you must submit typewritten translations with this form. Only typewritten translations will be accepted.
5. Accompanists, if you would like to use the 9' grand, harpsichord, or organ, please check with the office for combinations and arrangements. You must let the technician know at least **3 weeks** in advance.
6. Your instructor must sign all reservations.

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*DATE RECEIVED* \_\_\_\_\_