

UT MUSIC STUDENT HEARING RESERVATION FORM

Please refer to the [Student Handbook](#) on the Department of Music website for details on recital guidelines and procedures. Complete what you can on this form, save it and print it.

Name: _____ Local Phone: _____

Instrument: _____

1. SCHEDULE RECITAL - Use the Space Reservation Form for Students to schedule your recital. (The recital itself is tentative until your hearing is approved).

Recital Date: ___/___/___ Time: _____ to _____ Location: _____

Applied Teacher signature: _____

2. SCHEDULE HEARING

Hearing must be passed a minimum of 3 weeks before the recital. The hearing and hearing rehearsals may be reserved 2 weeks before the hearing.

Applied faculty Signature _____

Rehearsal: ___/___/___ Time: _____ to _____ Location: _____

Hearing Date: ___/___/___ Time: _____ to _____ Location: _____

Hearing Passed: ___/___/___ Teacher: _____

Committee: _____

Committee: _____

3. PROGRAMS

After the hearing has been passed, submit your approved recital program electronically to Angela Riddel (angela.riddel@utoledo.edu) at least two weeks prior to your recital date. Failure to do so will prevent you from being able to schedule rehearsals. A program template is available online at <http://www.utoledo.edu/cvpa/music/currentstudents/programs.html>

Programs submitted: ___/___/___ Received by _____

4. SCHEDULE REHEARSALS

Rehearsal times may be reserved with the Music Office once the following have been submitted

- Signed preliminary program
- Final printed programs master
- This form

Rehearsals: Senior and Masters recitals: 3 hrs. All other degree recitals: 2 Hrs.

Location:

Date: ___/___/___ Time: to _____

Date: ___/___/___ Time: to _____

Date: ___/___/___ Time: to _____