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 ________