

UTOLEDO MUSIC STUDENT HEARING/RESERVATION FORM

Please refer to the Student Handbook on the Department of Music website for details on recital guidelines and procedures. Download this form and print it. You will need it at your hearing.

Name: _____ Local Phone: _____

Instrument: _____

1. REQUEST RECITAL DATE - Use the Recital Space Reservation Form for Students to request your recital date. Indicate that date below. (Please note that your recital date is tentative until your hearing is approved).

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

Applied Faculty Signature: _____

2. SCHEDULE & PASS 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. RECITAL 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. A program template is available online at <http://www.utoledo.edu/al/svpa/music/publisherdocs/ConcertProgramTemplate.pub>

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 Master's recitals: 3 hrs. All other degree recitals: 2 Hrs.

Location:

Date: ___/___/___ Time: to _____

Date: ___/___/___ Time: to _____

Date: ___/___/___ Time: to _____