

FACULTY/VISITING ARTIST RECITAL REQUEST FORM

FACULTY IN CHARGE _____

PHONE _____ EMAIL _____

List full names of all performers to be involved and instruments to be used below

PERFORMANCE DATES - Please provide three date options*

1. _____ 2. _____ 3. _____

*If scheduling a recital for a visiting artist, we understand that three options may not be feasible. Please provide multiple dates if possible.

PLEASE NOTE: All Faculty Recitals will be held on available evenings and weekend afternoons, unless a special request is made.

COLLABORATION: Please confirm that all performers involved in your recital are available to perform on all three performance dates submitted above. Recitals will not be scheduled until signatures are received below by all names submitted as "performers to be involved".

RESPONSIBILITIES

Faculty/Visiting Artist Recital:

1. Submit this form by the appropriate recital application deadline:

Fall Quarter	October 1
Winter Quarter	December 1
Spring Quarter	March 1

Applications received after the above dates will not be considered

2. The Faculty in Charge must submit a Program Copy Form **at least two weeks** prior to the scheduled recital date. Failure to do so will result in an incomplete program. The office is no longer making exceptions to this rule.
3. Please contact the Music Office ASAP to schedule any rehearsals in the Concert Hall.



**College
of Fine and
Performing Arts**
Department of Music

Office use only

Program Copy and Hearing have been approved by the Committee.

(signature of committee chair)

Recital fee paid _____ (date)

Ushers (2) _____

PROGRAM COPY FORM

Please fill in all areas as you wish it to appear on your program. Your program will be created from this form, so any mistakes or incomplete/illegible areas will directly affect the quality of your program. Be sure to include a complete title, opus number, composer, birth and (if applicable) death dates of composer, movements, etc.

Name _____ Instrument _____

Instructor _____

Recital Type (*check one*) Junior Senior Graduate Faculty Visiting Artist Non-Required

PROGRAM
(in exact order)

SAMPLE

Title Violin Sonata in e minor K. 304 Composer Mozart, W.A. (1756-1791)

With Martin Katz, piano Arr. Forbes, Watson

Mvmnts Allegro; Tempo di Minuetto

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Have more pieces? Please use the back of this page. Also, be sure to indicate an intermission where necessary.