Student Name: ________________________________  Net ID: __________________

Instrument: ________________________________  UIN: __________________

Phone Number: ______________________________

Type of Recital Requested: ___Doctoral  ___Doctoral Project  ___Masters  ___Artist Diploma

___UG Senior  ___UG Junior  ___Optional  ___Other: ________________

Month/Day/Year: ____________________  Recital Time: ___11:30am–1:00pm  ___1:30pm–3:00pm

___3:30pm–5:00pm  ___5:30pm–7:00pm  ___7:30pm–9:00pm

Location:     ___Smith Recital Hall  ___Smith Memorial Room  ___Music Building Auditorium

___Off-campus location: ____________________  ___Other: ____________________

Number of chairs needed (up to 5): ___/Number of stands needed (up to 5): ___

Dress Rehearsal: You are allotted 2 hours of dress rehearsal time. You can book your dress rehearsal immediately after recital approval if you schedule rehearsal during non-peak hours. To schedule during peak hours, you must wait until three weeks before your recital. Peak hours: Mon–Fri, 5pm–9pm and Sat–Sun, 11am–9pm

I have read and understood (check if desired and obtain student/faculty initials if applicable):
___Piano (SRH and MBA): I must pick up a key 2 business days before my recital and return it the following day
___Set-up: I am responsible to set up my own chairs and stands
___A/V cart: I must email cwahls@illinois.edu for training and pick up a key 2 business days before my recital
___Piano Tuning ($90.00): This service depends on tuner availability and my student account will be charged
___Stage Crew ($30.00): This service depends on student availability and my student account will be charged
___Harpischord: I must arrange and pay for tuning and moving the harpsichord

I have received permission to use harpsichord from Professor Mattax-Moresch

___Additional chairs/stands (more than 5): I must make arrangements to get equipment with operations staff
___Risers (SRH): I must make arrangements to get equipment with operations staff
___Recording: I must contact Recording at Illinois at least two weeks prior to my recital to schedule recording
___Audio Support: I must contact Frank Horger before using audio equipment in hall (fhorger@illinois.edu)

Additional Requests: ______________________________________________________

Student: ________________________  ___________

Applied Instructor: ________________________  ___________  __________________

For Doctoral Project Recitals:
Area Chair (C. McNeill): ________________________  ___________  __________________

Thesis Advisor: ________________________  ___________  __________________

Academic Affairs Office: ________________________  ___________  __________________

By signing and submitting form, you agree to hold your recital at the specified time and to have any applicable fees applied to your student account. A cancelation fee of $50.00 applies should you cancel the recital.  

Received:______  Processed:______