Recital Approval Form – VOICE AREA
University of Illinois School of Music

Performing and Request Information

Student Name: ________________________________ Net ID: ____________________
Voice Type: __________________________________ 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
- ___ Harpsichord: 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

**Additional requests:**

**Additional Audio Support:** I must contact Frank Horger before using audio equipment in hall (fhorger@illinois.edu)

**Additional Requests:**

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**Signatures**

| Student: |  |  |
|----------|------------------|
| (Signature) | (Date) | (Print Name) |

| Applied Instructor: |  |  |
|---------------------|------------------|
| (Signature) | (Date) | (Print Name) |

| Area Chair (S. Stone): |  |  |
|------------------------|------------------|
| (Signature) | (Date) | (Print Name) |

**For Doctoral Project Recitals:**

| Area Chair (S. Stone): |  |  |
|------------------------|------------------|
| (Signature) | (Date) | (Print Name) |

| Thesis Advisor: |  |  |
|----------------|------------------|
| (Signature) | (Date) | (Print Name) |

| Academic Affairs Office: |  |  |
|--------------------------|------------------|
| (Signature) | (Date) | (Print Name) |

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:____