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.

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Recital Approval Form – WOODWINDS, BRASS, AND PERCUSSION AREA
University of Illinois School of Music

**Performer and Request Information**

**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
- ___ 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
- ___ 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 (https://recording.music.illinois.edu/index.php/hire-us)
- ___ Audio Support: I must contact Frank Horger before using audio equipment in hall (fhorger@illinois.edu)

**Additional Requests:** ____________________________________________

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**Signatures**

**Student:** ____________________________  **Applied Instructor:** ____________________________

(Signature)  (Date)  (Signature)  (Date)  (Signature)  (Print Name)

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**For Doctoral Project Recitals:**

**Area Chair (J. Keeble):**

(Signature)  (Date)  (Print Name)

**Thesis Advisor:**

(Signature)  (Date)  (Print Name)

**Academic Affairs Office:**

(Signature)  (Date)  (Print Name)

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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:____