



# School of Music and Dance

MarAbel B. Frohnmayer Music Building  
961 E. 18th Ave. Eugene OR 97403-1225

UNIVERSITY  
OF OREGON



## GRADUATE RECITAL SCHEDULING FORM: I

Graduate degree recitals may be tentatively scheduled following these guidelines. Please see the “Recital Procedures” webpage on the SOMD website for detailed instructions.

1. Confirm potential recital dates and times with the Director of Facilities (121G).
2. Complete Part I and Part II of this form and submit to the Music Graduate Office (219K).
3. After approval of this form by the Music Graduate Office, you will receive email notification of a HOLD on a recital date via the Calcium scheduling program.
4. Your recital date will be confirmed when the pre-recital hearing is successfully passed and an electronic copy of the final program, approved by the faculty committee, is submitted to the Music Graduate Office.

*Requests will be processed in order of receipt.* Received: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ (For office use only:  Date on hold  Fee paid  Confirmed)

TYPE OF RECITAL REQUESTED: (check one)  Doctoral  Master's

LIST FOUR PREFERRED DATES AND TIMES FOR YOUR RECITAL IN ORDER OF PREFERENCE:

	Month	Day	Time	Facilities Director Initials	
1.	_____	_____	_____		_____
2.	_____	_____	_____		_____
3.	_____	_____	_____		_____
4.	_____	_____	_____		_____

SPACE REQUESTED: (check one)

- Beall Concert Hall (*degree recitals only*)
- Other \_\_\_\_\_

**Note: This form will not be accepted without Part II**



UNIVERSITY OF OREGON

Permission to Schedule Graduate Pre-Recital Hearing Graduate Recital Scheduling Form: Part II

Note:



- Students must file this two-part form with the Music Graduate Office no later than one week prior to the Pre-Recital Hearing.
The Music Graduate Office will notify the student and the Facilities Director when the committee and Pre-Recital Hearing date are approved.
Students must report any changes to the date or time for the Pre-Recital Hearing or Recital to the Music Graduate Office.
The student and adviser are responsible for reserving a room for Pre-Recital Hearing prior to submission of this form.

Student Name: last first Degree: MA, MM, DMA, PhD

What degree requirement will this recital fulfill?

- Master's
Doctoral primary area
Doctoral supporting area

Major/Academic Area

Instrument/Voice

Date of Pre-Recital Hearing: Time:

It MAY NOT be closer than 4 weeks before the Recital

We agree to work with this student and attend the Pre-Recital Hearing and the Recital (date to be finalized by the Facilities Director).

Committee Members:

Signatures:

Adviser/Chair 1.
2.
3.

Signature lines for committee members

Approved by the Director of Graduate Studies:

Signature

Date

MUSIC GRADUATE OFFICE ONLY
Rec'd
Database Calendar
Copy to Facilities Director

Note: This form will not be accepted without Part I