# UNDERGRADUATE RECITAL SCHEDULING FORM

*Undergraduate degree recitals may be tentatively scheduled following these guidelines.*

1. Confirm potential dates and times with the Director of Facilities (121G); initials must be provided in shaded box below.
2. Complete this form and submit to the Music Undergraduate Office (219A).
3. After approval of this form by the Music Undergraduate Office, you will receive email notification of a HOLD on a recital date via the Calcium scheduling program.
4. Your recital date is not official until the Pre-Recital Hearing has been approved by your Recital Committee and the appropriate paperwork has been processed by the Undergraduate Office.

For complete recital scheduling procedures, please see the Recital Procedures page of the SOMD website (*www.music.uoregon.edu/recitals*).

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### Name: ____________  E-mail: ____________  Phone: ____________

### MAJOR DEGREE PROGRAM: (check one)

- [ ] BM Performance
- [ ] BM Composition
- [ ] BM Jazz Studies
- [ ] BA/BS General Music
- [ ] Other: ____________

### TYPE OF RECITAL REQUESTED: (check one)

- [ ] Senior
- [ ] Junior
- [ ] Senior Project
- [ ] Optional

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

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### SPACE REQUESTED: (check one)

- [ ] Beall Concert Hall (Senior recitals only)
- [ ] Thelma Schnitzer Hall (Rm. 163)
- [ ] Aasen-Hull Hall (Rm. 190)
- [ ] *Other: ____________

*Off-campus recitals require major professor approval.

### DATE OF PRE-RECITAL HEARING (not required for Composition majors):

This **MAY NOT** be closer than 4 weeks before the recital.

### Committee Members (please print):

- Adviser/Chair 1. ___________________________________________________________________
- 2. ___________________________________________________________________
- 3. ___________________________________________________________________

### Major Professor Signature: ___________________________________________________________________

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**Approved by the Director of Undergraduate Studies:**

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