

# 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](http://www.music.uoregon.edu/recitals)).

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:**

	<i>Month</i>	<i>Day</i>	<i>Time</i>	
1.	_____	_____	_____	Facility Director Initials
2.	_____	_____	_____	
3.	_____	_____	_____	
4.	_____	_____	_____	

**SPACE REQUESTED:** (check one)

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MUSIC UNDERGRADUATE OFFICE ONLY**

- Database  
 Spreadsheet  
 Copy to Facilities

Received: