**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. If approved 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 Recital
- ☐ Junior Recital
- ☐ Senior Project Recital
- ☐ 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
- ☐ Room 163
- ☐ Room 190
- ☐ Other: __________________________

*(Senior recitals only)*

*(Recitals off-campus require major professor's 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):**

1. __________________________
2. __________________________
3. __________________________

**Major Professor Signature:**

______________________________

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

______________________________  ________________

**Signature**  **Date**