



Recital Request Form

FOR OFFICE USE ONLY

DATE:

- OUTLOOK
- UM CAL OF EVENTS
- MUSIC CAL OF EVENTS
- WEB
- PRESS RELEASE
- JANITORIAL WO# _____
- Pre Paid \$64 _____ Ck# _____

EVENT CANCELLED

DATE:

- OUTLOOK
- UM CAL OF EVENTS
- MUSIC CAL OF EVENTS
- WEB
- PRESS RELEASE
- JANITORIAL
- PUT UP CANCEL SIGN
- CHANGE VOICEMAIL
- REMOVE FROM CVPA WEB
(Notify Maxine first)

Choose one

- Faculty / Guest Artist**
- Ensemble**
- Festival / Special Events**
- Student**
- This is a change in date or time**
previous date or time _____

■ Afternoon student recital request form located at www.umt.edu/music/current/forms.

Performer/Group: _____

Instrument/Voice: _____

Type of Recital: (please circle) Faculty Graduate Senior Junior Ensemble Other _____
(Full Recital) (Full Recital) (1/2 Recital)

Is this recital required for your degree? Yes No Degree: BA BM BME MM MM MT
Shared w/another

Promotional Statement for advertising of your event _____

Preferred Date & Time: _____ Preferred Dress Rehearsal: _____

(2-hour maximum, M-F 5:00-7:00 p.m., Sat. & Sun open)

Alternate Dates & Times: _____ Corresponding Dress Rehearsals: _____

Stage Manager Name: _____ Office arranges stage managers for Faculty Recitals **ONLY**.

Please choose dates from Microsoft Outlook on the computer in the Music Office.

Faculty recital sign up begins April 1st, degree required recital sign up begins April 15, and non-required begins April 30.

Please Note: Saturday & Sunday Recitals necessitate custodial fees **pre-paid before the recital of \$ 65.00**. Saturday & Sunday recitals may be at scheduled 3:00 p.m. or 7:30 p.m. Recitals are not scheduled on Wednesdays. All evening recitals begin at 7:30 p.m.

- Venue:**
- Music Recital Hall
 - University Theatre
 - Other _____

Recording: Please contact the following
School of Music Recording Service form on web
The Recording Center - Contact
rickpv8945@aol.com, 721-4172

Piano/Harpsichord Tuning _____ **\$75 to \$90**

MCAT form on web

Contact Name: _____ Phone: _____

E-mail Address: _____

(Instructor's Signature) Date _____ (Director's Signature) Date _____
cc: Instructor