



WICHITA STATE
UNIVERSITY
COLLEGE OF FINE ARTS
School of Music

Student Degree Recital Scheduling Worksheet

(Please print, complete, and take this form to your meeting with Performance Facilities)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

MYWSU ID _____

Check Junior Recital Senior Recital Graduate Recital

Discipline (list specific instrument, voice, or conductor) _____

Will there be additional ensembles? List _____

Applied Teacher _____ Initials _____

Accompanist Name _____ Initials _____

List preferred dates/times for recital and dress rehearsal.

Preferred Location Wiedemann Recital Miller Concert Hall

Check all that are needed:

Piano Harpsichord Organ Music Stand(s) Stage Chair(s)

Sound Playback Sound Amplification Audio Recording Only

Live Stream on School of Music Facebook page (includes an Audio Recording Copy)

-OVER-

- If the recital must be rescheduled, I understand I may do so one time without incurring an administrative fee of \$50.00. Subsequently, the \$50.00 fee will be assessed for each schedule change. This fee will not be assessed for dress rehearsals, but rescheduling dress rehearsals is strongly discouraged.
- CANCELLATIONS: Performance Facilities must be advised of a recital cancellation no later than one week prior to the scheduled dress rehearsal. Failure to do so will result in a cancellation fee of \$75.00 billed directly to the student.
- If I elect to have the recital Live Streamed to School of Music Facebook page and/or audio recorded, I am responsible for pre-payment of a charge of \$110.00 plus tax, which is due to Performance Facilities one week prior to the recital.
- Tech Worksheet to be returned to Performance Facilities by_____.

=====

I have read the Guidelines/Checklist for Student Degree Recitals, from the Performance Facilities website. I understand and agree to the requirements stated within those guidelines and to the rescheduling and cancellation policies defined above as well as the deadline for the Tech Worksheet due to Performance Facilities.

Signature_____

Printed Name_____

By Performance Facilities_____

=====

To be completed by Performance Facilities

Recital Date/Time_____

Dress Rehearsal Date/Time_____

Other Rehearsal Date(s)/Time(s)_____

___ Verification that student is eligible to perform recital.

___ Scheduled by Performance Facilities

___ Paid Recording Fees

Reminders

- Tech Worksheet is due to Performance Facilities, room C131, two weeks before the dress rehearsal.
- Student is responsible for creating and printing the recital program and they are due to the School of Music office five days before the dress rehearsal.
- A digital copy of the recital program may be sent to Annemarie.brown@wichita.edu as well.
- One week before the recital pre-payment for Live Stream and/or audio recording is due to Performance Facilities.