



### 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 \_\_\_\_\_

Circle One:      Junior Recital                  Senior Recital                  Graduate Recital

Discipline (list specific instrument, voice or conductor) \_\_\_\_\_

Applied Teacher Name \_\_\_\_\_ Initials \_\_\_\_\_

Accompanist Name \_\_\_\_\_ Initials \_\_\_\_\_

Circle Location:                  Wiedemann Recital Hall                  Miller Concert Hall

- 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 rehearsals is strongly discouraged.
- CANCELLATIONS: Performance Facilities must be advised of a recital cancelation no later than one week prior to the scheduled dress rehearsal. Failure to do so will result in a cancellation fee of \$75 billed directly to the student.
- If you elect to have your recital audio recorded, you are responsible for payment of a recording charge of \$75.00 plus tax, which is due to Performance Facilities one week prior to the recital. If payment is not received one week before recital, the cost for the CD will increase to \$85.00 plus tax.
- If you wish to have your recital videotaped, please contact the MRC.
- 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 \_\_\_\_\_

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#### To be completed by Performance Facilities

Recital Date/Time \_\_\_\_\_

Dress Rehearsal Date/Time \_\_\_\_\_

Other Rehearsal Date(s)/Time(s) \_\_\_\_\_