Albion College Music Department
Recital Approval Request

Students must have approval of the Music Department before scheduling a recital. Complete this form and submit it to the music office together with a copy of the proposed program. Scheduling must be done through the department secretary and the college calendaring office.

1. Name _____ 2. Phone_____3. Date_____

4. Circle your program: 8-unit music 12-unit performance 12-unit education Other_____

5a. Is this recital required by your degree program? Yes_____ No_____

5b. If yes: Junior_____ Senior_____

5c. If no, explain: (please write on back of form)

DATE: **TIME:** **LOCATION:**

6. Recital Jury _____
(must be no later than 2 weeks prior to recital. Date and time must be approved by applied teacher, accompanist, other performers, and the Jury Committee.)

7. Performance Date 1st choice _____

8. Performance Date 2nd choice _____

9. Performance Date 3rd choice _____

10. Please provide the following information. Each person's signature signifies their availability for all of the above dates.

	NAME:	**SIGNATURE:**
Applied Teacher:	_____	_____
Accompanist:	_____	_____
Other Performers:	_____	_____
	_____	_____
	_____	_____

Notes:

1. This form is due no later than the **third week of the semester** in which the recital is to be given. After that time, the department **WILL NOT** schedule student recitals.
2. The program, including title, composer, and composer dates, approved by applied teacher, is due with the form. Any changes must be made formally no later than 2 weeks before the recital.
3. 12-unit Senior recitals **REQUIRE** scholarly program notes written by the student. These must be pre-approved by a music staff member and presented at the recital jury.
4. Accompanying notes and translations are due to the departmental secretary no later than **two weeks prior to the recital**.