Sunderman Conservatory of Music at Gettysburg College

Recital Scheduling Request Form and Proposal Cover Sheet

INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Please type or print clearly.

Name:_____

Phone: _____Campus Box:_____

Performance Area:_____

E-mail: _____@gettysburg.edu

Check one:

- ❑ BM Senior Recital
- ❑ BA Senior Recital/Capstone
- ❑ BME Degree Recital
- ❑ BM Junior Recital
- ❑ BA Junior Honors Recital
- ❑ Other _____

Schedule: Your applied teacher and accompanist (if required) must agree to your choice of recital dates/times and confirm their availability by signing below.

Please indicate two choices of date/time from the list provided, and indicate venue.

Date	**Time**	**Venue (Recital Hall, Chapel, Cinema I, etc.)**
1._____	_____	_____
2._____	_____	_____

Please indicate with whom (if any) you wish to share a recital date, and whether you will be doing a joint recital. A joint recital will have a start time of 7:00 for an evening recital or 2:30 for an afternoon recital.

I wish to share a recital date with: _____ ❑ As joint recital ❑ N/A

PLEASE NOTE: The Conservatory Office staff will reserve recital dates. Students are responsible for submitting R25 Live requests to reserve spaces for their recital hearing and rehearsals. Recital hearing dates must be approved and scheduled by the second week of the semester in which the recital is taking place.

I require: ❑ Piano ❑ Harpsichord ❑ Fortepiano ❑ Other special needs (list below):

_____

Signatures: The following signatures are required prior to scheduling your recital.

Recitalist:_____ _____
Sign and print name Date

For panelists: Your signature attests you have *reviewed and approved* the recitalist's ***Recital Proposal document*** (should be attached to this cover sheet), and that you are available for the dates listed above.

Applied Instructor:_____ _____
Sign and print name Date

Accompanist:_____ _____
Sign and print name Date

OFFICE USE ONLY - Assigned panelist #2: _____

Once completed, return this form to the Conservatory office.
Signed and approved Recital Scheduling Request forms and Recital Proposals are due one week prior to the last day of classes in the spring semester preceding the academic year of your recital.

Rev. 3/28/18