

### **Student Recital Sign-up process:**

*Recitals must be scheduled no less than six weeks in advance of the planned recital date, but recital scheduling will open on November 1<sup>st</sup> for Spring Semester recitals, and \*April 1<sup>st</sup> for Fall Semester recitals. Prior to scheduling the recital, students need to fill-out the piano [accompanist request form](#).*

1. Students should look in the online [Student Recital Calendar](#) to find available times. Available time blocks are clearly marked on the calendar and are labeled **Open Recital Timeslot**.
2. Students should speak with their collaborative pianists, applied instructor, and any other fellow performers to narrow recital options to a small, agreed upon, date/time. Changes to recital date or time will be assessed a fee unless the change is due to unforeseen, extenuating circumstances. Refer to #6.
3. Once date preferences have been chosen, the student must fill-out the [Recital Request Form](#) and submit the \*\*recital reservation fee.
4. Once a date and time is reserved, an email confirming the hold will be sent to the student detailing the hold date, time, and location, and the due date for the permission jury. Students will need to work with their faculty panel and collaborative pianist to schedule the permission jury to take place before this due date.
5. Once the **permission jury approval is** received, the recital will be approved, and a confirmation email will be sent to the student. The recital is not approved until a confirmation email is sent. If the permission jury approval is not received by the due date, the corresponding recital will be cancelled.
6. Once your date is approved and confirmed, a \$25.00 change/cancelation fee will apply to time and/or date change requests.

*\*The recital request timeline will be implemented beginning with Spring 2025 recitals. Requests for Fall 2024 recitals will take place beginning August 26<sup>th</sup>.*

*\*\*Recital reservation fees (TBD) will be implemented beginning with Spring 2025.*