(Please complete all fields on this page)

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Studio Teacher: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student UFID: **\_\_\_\_\_\_\_\_\_\_**- **\_\_\_\_\_\_\_\_\_**

e-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one:  Graduate  Senior  Junior  Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument/Voice: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Recital Committee (All signatures required for Junior and Senior Recitals, only the Studio Teacher for Graduate Recitals):

* Studio Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Performance Area Rep.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Outside Area Rep.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check date/time/venue availability with Dr. Pickeral in person, via phone, or e-mail prior to completing the following sections.**

Recital Venue:  MUB 101  MUB 120  UA  FMR

(Organ only) (Graduate Lecture/Recital only)

Recital Date (mm/dd/yy): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Recital Time (check one):  1:00 p.m.  3:00 p.m.  5:30 p.m.  7:30 p.m.

(Sat./Sun. only) (Sat./Sun. only)

Length of Musical Program: \_\_\_\_\_\_\_\_ minutes

My signature indicates that I have read and understand all the guidelines on this form.

Student Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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(To be completed by the SOM Director of Operations)

Approved  Denied

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approver: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please notify Dr. Pickeral (telephone: 3-3165, e-mail: [cpickeral@ufl.edu](mailto:cpickeral@ufl.edu) ) immediately of any and all changes to approved events.

1. All recitals must be completed by the evening of the last day of classes (no concerts or recitals may take place during Reading Days or Final Exam Week).
2. Students may sign up in the Fall semester for recitals in either Fall or Spring of that academic year using the following degree recital sign-up schedule:

* Second full week of the Fall semester: Graduate Students
* Third week of the Fall semester: Seniors
* Fourth week of the Fall semester: Juniors

Other student recitals may be scheduled after the fourth week on a first-come, first-served basis.

1. Program Copy:

* Program copy must be submitted to the program editor in the final, faculty-approved form no later than two weeks before the event. Please email Emily Theobald ([etheobald@ufl.edu](mailto:etheobald@ufl.edu)) to obtain the template.
* Program copy must be submitted in the correct MS Word template as an e-mail attachment. Translations must be already formatted on 8.5” x 11” stock, separate from the program. These will be printed exactly as they are submitted by the student. The time, date, and place of the event, along with the name of the faculty member responsible and the degree/major the student is seeking must be filled in correctly on the template.
* All programs, including translations, must be approved by the person responsible for the event and approved by the appropriate faculty member before submission to the program editor. The program editor is not responsible for editing the content of programs once they are submitted, and no changes will be made once the student approves the final draft of the program for printing.
* Any questions regarding programs should be directed to Emily Theobald (email: [etheobald@ufl.edu](mailto:etheobald@ufl.edu))

1. Recital venues will be available at least on half-hour before the published recital time for set-up unless additional time is scheduled. Due to liability concerns, all recitals must be performed in School of Music or UF facilities.
2. Each ensemble/studio is responsible for set-up, tear down, and recording of their events. Please contact Trent Weller ([tweller@ufl.edu](mailto:tweller@ufl.edu)) **at least two weeks before your recital** to make arrangements for room/equipment access (piano keys, AV equipment, digital recorder, etc.).
3. MUB 101 Guidelines:

* The entire room, including the backstage area and “green room” must be free of trash (including extra programs), equipment borrowed from other spaces, etc. at the conclusion of the event.
* Under no circumstances will food and drink be permitted in MUB 101, including the backstage area.
* Please use the #1 lighting preset for all non-performance activities. Presets #2 and #3 are for recitals only.
* Make sure the lights are all turned off (Preset #5) when leaving the room.
* Ensure that all exterior doors are secure at the conclusion of the event.

1. For additional information, please refer to the Recital Presentation guidelines (Section III) in the Student Handbook.