

**2018-2019 Graduate Degree  
Recital & Lecture/Recital Request Form**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Address \_\_\_\_\_ Instrument/Voice \_\_\_\_\_  
 \_\_\_\_\_ Performance Date \_\_\_\_\_  
 Email \_\_\_\_\_ Performance Time \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Performance Venue \_\_\_\_\_  
 KUID \_\_\_\_\_ Applied Professor \_\_\_\_\_

**Recital Classification:**  Master of Music  Concerto  Doctor of Musical Arts/Ph. D.  Lecture ( Final Doctoral Project)

<b>Recital Series</b>	<b>Fee</b>	<b>Amount Due</b>
Student Recital Series	Murphy Hall Rooms (\$100) <i>Hall Rental, Marketing (website, School of Music events list, KU events list), Piano Tuning, Programs, Student Monitor, AUDIO Recording</i>	\$ _____
Student Recital Series	Outside Murphy Hall (incl. Bales) /Off Campus (\$50) <i>Marketing (website, School of Music events list, KU events list), Programs (recording ONLY included for Bales Recital Hall - see policy for more information regarding recording)</i>	\$ _____
Opera Performance & Conducting	School of Music sponsored opera (\$20) or Conducting Recital #1 #2 #3 (circle one) (\$20) <i>Marketing (website, School of Music events list, KU events list), Programs, Student Monitor, AUDIO Recording</i>	\$ _____

Contact Brock Babcock ([brockbabcock@ku.edu](mailto:brockbabcock@ku.edu)) for lecture/recital A/V needs.

**The full recital fee must be paid at the time the recital is scheduled.**

**The recital fee is non-refundable.**

*With my signature, I do hereby agree that I have read and understand the terms and conditions outlined in the Recital Scheduling Policy packet. I agree that I will abide by these policies and procedures including the following:*

- \_\_\_\_\_ Failure to submit the recital program at least two weeks before the performance date and as detailed in the Recital Scheduling Policy will result in the automatic cancellation of the recital.
- \_\_\_\_\_ All recital scheduling/rescheduling will take place no later than the last day of class before the mid-term break (Fall Break or Spring Break).
- \_\_\_\_\_ Rescheduling the recital will cost an additional \$100.
- \_\_\_\_\_ Only one recital per student will be scheduled each semester.
- \_\_\_\_\_ This recital is in partial fulfillment of the requirements for my degree.
- \_\_\_\_\_ Dress rehearsal time in Swarthout Recital Hall must be scheduled through the applied professor who will have access to the hall.

Performer Signature \_\_\_\_\_

Applied Professor Signature \_\_\_\_\_

*To be complete by office staff:*

Event Date/Time \_\_\_\_\_ Fee Amount \_\_\_\_\_ Cash \_\_\_\_\_

Event Location \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_  
 PIN # \_\_\_\_\_