

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

Recital Classification:

Junior Senior

Recital Series

Student Recital Series

Fee

Murphy Hall Rooms (\$100)

Amount Due

\$ _____

Hall Rental, Marketing (website, School of Music events list, KU events list), Piano Tuning, Programs, Student Monitor, AUDIO Recording

Student Recital Series

Outside Murphy Hall (incl. Bales) /Off Campus (\$50)

\$ _____

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)

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 be granted access to the hall.

Performer Signature _____

Applied Professor Signature _____

<i>To be complete by office staff:</i>		
Event Date/Time _____	Fee Amount _____	Cash _____
Event Location _____	Check # _____	Credit Card _____
		PIN # _____