UNDERGRADUATE Student Recital Form

Student Name (first/last): _________________________

Instrument: _________________________

Phone/Cell Contact: _________________________

E-mail address: _________________________

Faculty Sponsor: _________________________

Date of Recital Requested: ________________      Time: _________

Registered for:
MU3300 Junior Recital  _____
MU 3350 Half Recital  _____
MU 4300 Senior Recital  _____

I certify the above named student qualified to request a recital reservation:
Faculty Sponsor Signature: _________________________
Other Committee Member Signatures:
1. _________________________
2. _________________________ (only required for performance majors)

I certify the above named student has this date and time approved to request a recital reservation in Weber Music Hall and has been issued appropriate technical information and forms for the use of the Hall Staff:
Weber Hall Technical Director Signature (Don Schraufnagel): _________________________
Dress Rehearsal Date and Time: should occur the week prior to the recital.

1st Choice              Date _______________     Time ________________
2nd Choice            Date _______________     Time ________________

This form must be turned into the Music Office by the specified due date. The Weber Technical Forms must be turned into the Office of the Weber Hall Technical Director. If you require an accompanist you must fill out the Accompanying Agreement Form which can be found on the Music Dept. website and turn it into Dr. Tracy Lipke-Perry.

CC: Don Schraufnagel
    Julie Topie
    Tracy Perry
    Faculty Sponsor
Other Information:

Program and Poster

A template of a recital program and poster is available on the Music Department website. The program and poster must be approved by your applied instructor and the Music Dept. office before printing. The Music Department office will print your program provided it is brought to H212 at least seven days prior to your recital date. Poster printing is the student’s responsibility.

The following statements MUST be included on the recital program and poster:

The University of Minnesota is an equal opportunity educator and employer.

To request disability accommodations, including interpreters, please contact Julie Topie, UMD Dept. of Music, jtopie@d.umn.edu, Humanities 231, 218-726-8208 two weeks in advance of the event.

Smoking is prohibited on all UMD property. The smoking ban includes indoor facilities, campus grounds, as well as all University vehicles.

In addition, the UMD Department of Music wordmark must be included on the program and poster as well. See the recital templates on the Music Dept. website.

Reception (optional)

Snack foods and light refreshments not meant for resale, may be served. This includes foods that are pre-packaged or commercially produced, such as: chips, pretzels, canned or bottled soft drinks, coffee, tea, commercially baked cookies, cakes, and donuts. A Food Permit Form is available at www.d.umn.edu/ehso/events/ and must be submitted with this recital form when serving any type of food or beverage. When filling out the Food Permit please ensure that you enter the business the food was purchased from under “Caterer/Restaurant” and that you will use Weber Hall garbage cans under “Arrangements for Refuse and Garbage”.

Last revision: 3/10/2015