Submit completed form to Events Manager (Cindy Solis) by the following deadlines:
• Faculty, ensemble, and guest recitals: May 15 (for the following academic year)
• Required degree recitals: May 16-September 15 (for Fall recitals), October 15-December 1 (for Spring recitals)
• Non-required recitals: September 16-22 (for Fall recitals), December 1-8 (for Spring recitals)

Name of performer or ensemble __________________________________ Semester of recital ________
Phone number __________________________ Email address __________________________
Instrument or voice classification ______________ Accompanist ______________________

Type of performance (check one):
_____ Faculty recital
_____ Required degree recital (graduate or senior performance major – 60 minutes)
_____ Required degree recital (music studies major, sophomore performance major, or composition major – 30 minutes)
_____ Performance Certificate recital (60 minutes)
_____ Ensemble concert
_____ Guest recital/concert
_____ Other (specify): ________________________________________________________________

Requested recital date:
Circle one: MO  TU  WE  TR  FR  SA  SU  Month/Day/Year: ________________________
Performance site: ____________________________________ Time: _____________________

Required signatures:
_________________________________  __________________________
Student/Performer                  Studio Teacher
_________________________________
Area Coordinator                   Accompanist
_________________________________
Faculty Advisor                    Date turned in (completed by Events Manager)
Recital policies and procedures:

• One hundred (100) programs, half sheet format, will be made for student recitals unless otherwise requested.

• Information for the programs must be received in person or emailed to cynthia.solis@utsa.edu at least 3 school days before the date of the recital. Information that is not received by ____________ will not be accepted.

• Vocal students are responsible for printing and copying program notes.

• For unusual or involved stage set-up, please fill out the Addendum form and submit it to the Events Manager no later than 2 school days before the recital.

• The Recital Hall will be opened for public seating 15 minutes prior to the start of the recital/concert. Performers will be required to vacate the stage in accordance with this Department of Music policy.

• If you will be having a reception, please read and sign the Reception Request and Guidelines Form.

• Cancellation of this recital/concert will result in the postponement to the next semester in accordance with scheduling guidelines on the front of this sheet.

• Students must inform the Events Manager of cancellation at least 5 class days before the scheduled recital date. Students who do not meet this deadline will have last priority when rescheduling their recital (September 16-22 for Fall recitals and December 1-8 for Spring recitals).