

**A reminder concerning the procedure for the scheduling of student recitals for the Spring 2025 semester.**

Regular scheduling office hours are Monday-Friday 11am-1pm.

All scheduling for **Required Degree recitals (Senior, Masters, DMA, Certificate)** will be done by appointment only. Appointment sign-up sheets will be posted on the door outside of room 0107 (in the basement) by Monday, October 28.

Scheduling for Required Degree recitals (Senior, Masters, DMA, Certificate) for Spring 2025 will begin Monday, November 4 by scheduled appointment only.

Scheduling for **Non-Degree, studio or any other recitals** for Spring 2025 will begin on Monday, November 18. These recitals will be scheduled on a first-come basis 11am-1pm Monday-Friday. No appointments will be set up.

All Non-Degree recitals must be a joint recital with two or more performers.

Scheduling must be done in person and only by the performing student. No emails or phone calls will be accepted. If a joint recital is being presented, both students must come together to schedule the event. **Each student presenting a recital must have their studio instructor fill out the [ONLINE Recital Approval Form](#) prior to coming to the office to schedule the event.** If the student or students are performing on more than one instrument, a separate form must be filled out for each instrument. Only one student's name and instrument are permitted per form.

Dates cannot be held, nor can an event be scheduled without proper authorization. You should also know not only your commitments but know all the commitments of everyone performing with you.

Once a Recital is scheduled it cannot be changed only canceled.

All recitals, regardless of type, that are **NOT** being performed either in the Moore Musical Arts Center or the Wolfe Center for the Performing Arts need to do the following:

The student must secure the venue, date and time of the recital themselves.

Have their studio instructor fill out the online Recital Approval Form. In an email send all the following or come to my office in person:

~~The full name of the venue (i.e. the First United Methodist Church)

~~The city and state of the venue (i.e. Bowling Green, Ohio)

~~The date of the performance

~~The start time of the performance