1. Today’s Date: _______________________________________________________

2. Performer Name: _____________________________________________________

3. Performer Phone Number: ______________________________________________

4. Performer E-mail Address: ______________________________________________

5. Instrument: ___________________________________________________________

6. Requested Performance Date: _____________________ Time: ________________

7. Dress Rehearsals can be requested when the Calendar is Closed.

8. Performance Location (check below):
   __ Hemmle Recital Hall __ 010 Choir Hall __ The Legacy __ Other:

9. Type of Recital (check below):
   __ Junior __ Senior __ MM __ DMA __ PhD __ Non-degree *
   * Non-degree Recital payment ($85) must be made to the Business Office, room 206.

10. Faculty Member Name: ________________________________________________

Instructions:

The student’s studio instructor will forward this completed Reservation Form as an attachment to: william.wilkinson@ttu.edu. This form may be submitted by faculty only.

Reservations will be processed in order of receipt. Available recital times are as follows:

Hemmle Recital Hall: 12 PM • 2 PM • 4 PM • 6 PM • 8 PM 010
Choir Hall: 1 PM • 3 PM • 5 PM • 7 PM
Please avoid scheduling a dress rehearsal during the above times if at all possible.

Remember to complete and turn in program information at least two weeks prior to your scheduled recital. Program info goes to the Publicity Office, room 206.

Cancellations must be approved by the Director.

Recital Crew is provided for Hemmle Recital Hall. Performers must submit a Hemmle Crew & Equipment Request Form, obtained from the office of the Hall Manager (room 102), at least one week prior to the scheduled recital. No crew is provided for recitals held in 010 or any other on-campus or off-campus venues. Contact the Hall Manager for more information.

Date of Posting (for office use):

RECITAL RESERVATION FORM, APRIL 2019