



Recital Request Form Instructions

PLEASE READ ALL OF THIS INFORMATION BEFORE FILLING OUT THE FORM.

THE LAST DAY FOR RECITALS IN THE (check current form) SEMESTER WILL BE (check current form).

THE LAST DAY FOR STUDIO RECITALS WILL BE (check current form).

This form may only be submitted by TTU School of Music Faculty. Any other requests will be disregarded.

All recitals have a 90-minute length reservation as well as 30 minutes of prep time before the start of the recital EXCEPT for Senior Recitals, which have a 60-minute reservation with 30 minutes of prep time. ALL Junior Recitals must be paired with another junior recital. NO exceptions.

Any requests for Hance Chapel are outside of the School of Music and will need to be requested and approved with that individual venue BEFORE confirmation. Please allow for additional time for these requests.

Non-Degree Recitals have a fee of \$150 for School of Music venues and \$200 for Hance Chapel or the Garden and Arts Center. This fee includes venue and recording costs.

Below are the performance start times available based on location. 30 minutes of prep time is standard for all performances. Additional prep time may be requested once the performance calendar closes but is not guaranteed.

Monday-Thursday:

Kent R. Hance Chapel (8pm) (Not Available Wednesdays)

Hemmle Recital Hall (8pm) (Not Available Tuesdays)

Friday:

Choir Hall (8pm)

Band Hall (8pm)

Kent R. Hance Chapel (6pm, 8pm)

Hemmle Recital Hall (6pm, 8pm)

Saturday:

Choir Hall (10am, 12pm, 2pm, 4pm, 6pm, 8pm)

Band Hall (10am, 12pm, 2pm, 4pm, 6pm, 8pm)

Kent R. Hance Chapel (10am, 12pm, 2pm, 4pm, 6pm, 8pm)

Hemmle Recital Hall (10am, 12pm, 2pm, 4pm, 6pm, 8pm)

Sunday:

Choir Hall (2pm, 4pm, 6pm, 8pm)

Band Hall (2pm, 8pm)

Kent R. Hance Chapel (2pm, 4pm, 6pm, 8pm)
Hemmle Recital Hall (2pm, 4pm, 6pm, 8pm)

If you are planning to have an off campus recital please make arrangements with the venue directly and fill in your venue under the 'other' option. If you chose this option, please note that stage crew will not be provided and you will need to pick up your own programs. Additionally, recording services will need to be requested and are not guaranteed.

Final notes regarding scheduling:

1. Stage crew and recording crew are limited to 8 events per day due to student worker hour limits and equipment supply.
2. Select dates as listed below are not available for recitals due to large events or holidays.

No performance dates:

(football game dates)

(major performance dates)

(special event dates)

(check current form for actual dates)

The link to the form can be found on the School of Music Website Faculty Resources Page under Performances and Scheduling.