



TEXAS TECH UNIVERSITY
College of Visual & Performing Arts

School of Music™

Fall 2021 Degree Recital Venue Reservation Form

- This form may only be submitted by faculty
- Check availability at <http://www.calendarwiz.com/ttusom> prior to submitting requests
- Completed forms must be submitted via email only to music.schedule@ttu.edu
- Reservations will be processed in order of receipt while the calendar is open for the recital type scheduled
- Early requests will not be accepted!

Performer Information:

Name:
 Phone:
 Instrument/
 Voice:

E-mail:
 Teacher Name:
 Teacher Email:

Recital Information:

Junior Recital

Graduate Recital

Masters Recital 1
 Masters Recital 2
 DMA Solo 1
 DMA Solo 2
 DMA Chamber
 DMA Lecture

Senior Recital

1st Choice:

Hemmler Recital Hall
Choir Hall

Hance Chapel
Lubbock Garden & Arts Center

Date/Time:

Performance Date:

Start Time:

2nd Choice:

Hemmler Recital Hall
Choir Hall

Hance Chapel
Lubbock Garden & Arts Center

Date/Time:

Performance Date:

Start Time:

3rd Choice

Hemmle Recital Hall
Choir Hall

Hance Chapel
Lubbock Garden & Arts Center

Date/Time:

Performance Date:

Start Time:

Hemmle Recital Hall start times are 12:00PM, 2:00PM, 4:00PM, 6:00PM, 8:00PM

Choir Hall start times are 1:00PM, 3:00PM, 5:00PM, 7:00PM.

Hance Chapel start times are 7:30PM on evenings, and can vary on weekend dates. These must be requested on this form and require additional approval by Hance Chapel Staff

Lubbock Garden & Arts Center is available for events. These must be requested on this form and require additional approval by Garden & Arts Center staff

Dress Rehearsals

Dress rehearsals may be scheduled when the performance calendar is closed or three weeks prior to the requested date, whichever is earlier.

Programs and Crew Requests:

Stage crew assistance is provided for Hemmle Recital Hall and Hance Chapel reservations

Lubbock Garden & Arts Center staff may assist with event setup in that location, however no School of Music setup assistance will be provided.

Program and crew requests are due no later than three weeks prior to the recital. Visit the TTU School of Music Website for more information.