

UTSA School of Music – Recital Date Request Form *Revised 9-13-22*

Submit completed form to Senior Events Manager (Wesley Uchiyama-Penix): wesley.penix@utsa.edu

- Required degree recitals: **July 1st-Aug 15th** (for Fall recitals), **Oct. 15-Nov. 30** (for Spring recitals)

Graduate Recital Priority: July 1-July 15 & October 15-October 31

1-Hour Recital Priority: July 16-July 31 & November 1-November 15

Other Required Recitals: August 1st-August 15th & November 16-November 30

- Non-required recitals: **August 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 _____ Collaborative Pianist _____

Type of performance (check one):

_____ Faculty recital

_____ Required degree recital (graduate recital, senior performance major, or senior composition– 60 minutes)

_____ Required degree recital (music education capstone or sophomore qualifying – 30 minutes)

_____ Distinction in Performance Recital (60 minutes)

_____ Ensemble concert

_____ Guest recital/concert

_____ Other (specify): _____

Requested recital date Month: _____ Date: _____ Day of the Week: _____

Performance site: _____ Time: _____

Names of Faculty Panel (to grade recital):

Required signatures:

Student/Performer

Studio Teacher

Area Coordinator

Collaborative Pianist

Recital policies and procedures:

- Students are allowed to create and produce their own programs with the approval of faculty instructor.
- Recital related receptions are no longer allowed during weekdays due to UTSA Housekeeping policies.
- For unusual or involved stage set-up, please fill out the Addendum form and submit it to the Senior 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 in rehearsal will be required to vacate the stage in accordance with this Department of Music policy.
- 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 (August 16-22 for Fall recitals and December 1-8 for Spring recitals).
- Your recital will be listed on the music website only after this form is received. All other publicity for this event is the responsibility of the student.