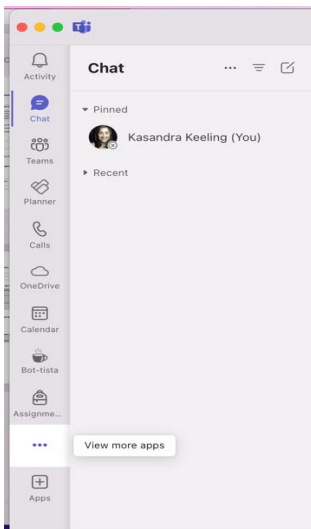
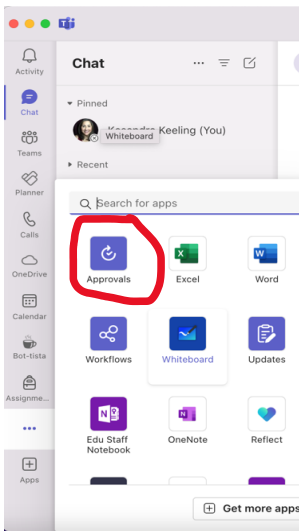


Recital Request Process

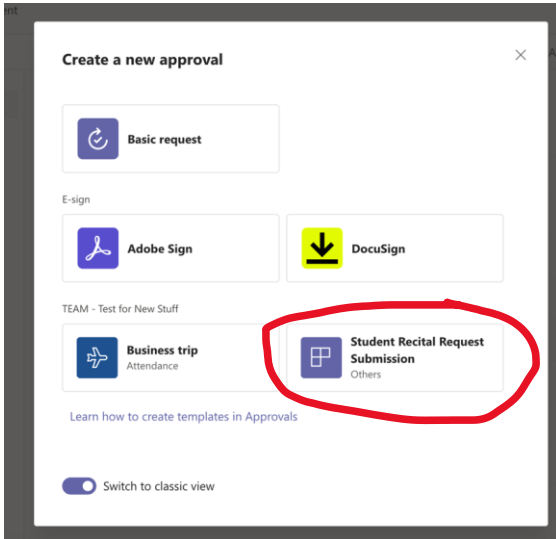
1. Student completes New Recital Request Form and sends to private instructor
 - Student may choose up to three dates (in order of preference) on the form
 - It is recommended that the instructor check 25Live before selecting dates (<http://25live.collegenet.com/utsa/>), which is the university space booking system. Dates that are being tentatively held will not show up on 25Live.
 - Indicate stage set-up and any special equipment on the final page of the Request Form. You can type or draw in the space indicated or insert another document into the Request Form
2. If the private instructor approves of the request, they will submit the form for approval through Teams. Students do not have access to Teams, so the private instructor must submit the request form.
3. In Teams, on the left side panel, click the three dots (...) to open additional choices



4. Scroll through to find and click the Approvals app



5. Choose the Student Recital Request Submission option from the app choices



6. There are 3 parts to the Student Recital Request:

1) Where it says “Use a Name That’s Easy to Understand”, type in the following:

Student Name, Instrument, and Recital Type (such as *Grad Recital, Senior Recital, Mus Ed Capstone, Soph Qualifying, Non-Required Recital*)

2) Where it says “Enter Names Here” on line number 3, type in the following:

Names of both the private instructor and the area coordinator (if those are different faculty members)

3) Where it says “Add Attachment” click and upload the New Recital Request Form that was completed by the student and hit SEND.

Student Recital Request Submission TEAM - Test for New Stuff X

Private instructor will be the requestor for all student recital ...

Name of request *

Use a name that's easy to understand

Approvers *

1 WP Wesley Penix X KK Kasandra Keeling X

2 JL Jeong-Eun Lee X

2 3 Enter names here

Attachments * 3 Add attachment

< Back Send

7. **The Events Manager** will be the first person to receive the request. He will assign a date based upon the choices indicated on the form and will write in the comments that the student has been assigned a date/time. His comment will appear in the Teams Activity of all stakeholders, so the requestor will know that the date/time has been secured immediately.

The Marketing Coordinator will be on the list of approvers, but only so he may view the document and keep track of upcoming events and programs. Programs are due to the Marketing Coordinator two weeks prior to the event and the date will be recorded on the form once the program is turned in. Students who do not turn in a program will be responsible for the creation of their own recital program and are required to maintain the formatting of the School of Music recital program template and turn in a copy of the program to the office for their student file.

The Collaborative Pianist Coordinator will be on the list of approvers as either the pianist for the recital or to coordinate potential stipends for freelance pianists who perform on student recitals. If there is a correction needed on the form regarding the pianist listed, the Collaborative Pianist Coordinator will contact the private instructor to make the correction. Students should only list a pianist on their form if they have coordinated with that pianist ahead of time.

The Area Coordinator and Private Instructor will be on the list of approvers to record the results of pre-recital qualifications and recital results/grade.

The Undergraduate Advisor of Record will also be on the list of approvers to check for end-of-the-semester grades and to give permission for the next semester's private lesson enrollment.