You must provide proof of payment from Marketplace to Kelli Irwin BEFORE we are able to reserve a recital time (Hardcopies, forwarded email, or scanned receipts are accepted.) NOTE: THIS PAYMENT IS NON-REFUNDABLE, there are also no cancellation refunds.

You must set up a Jury Recital date with your instructor and check on availability of that date with Kelli Irwin. All inquiries regarding date availability need to be sent via email to kli003@shsu.edu. After deciding on a date you must provide Kelli with a completed Student Recital Request Form.

After passing the Jury Recital, turn in the signed and dated, approved/passed Student Recital Jury Report to Kelli/School of Music Office

Only after we have received the Marketplace recital payment verification, Student Recital Request Form, and the passed Student Recital Jury Report will Kelli be able to reserve you a recital and dress rehearsal. All recitals must be scheduled a minimum of 4 weeks prior to the recital request date.

The Program Recital Form must be turned in or emailed to Patricia Duran in person or at patriciaduran@shsu.edu and the Technical Needs Form and the Video Record Permission Form (if applicable) must be turned in directly to Dr. Patrick. His office is located in the PAC, room 158. IMPORTANT: This must be sent a MINIMUM of 2 weeks or 10 Business Days prior to Recital.

IMPORTANT NOTE: If you do not turn in the required forms to each appropriate contact by the required deadlines, this could result in: no programs, no concert attendance workers, and no recording engineers at your recital! ALL deadlines must be met, no exceptions! Additionally, Kelli Irwin and Patricia Duran must be made aware two weeks in advance of any cancellations for recitals.

Standard Scheduling Recital Times:
These are the standard times for recitals: 11:30am, 1:30pm, 3:30pm, 5:30pm, and 7:30pm

Recital Reception Order Form:
Kindly note that Sigma Alpha Iota does offer reception packages. If you are interested, please notify the front desk and they will be able to provide you with a Sigma Alpha Iota Reception order form.
Below is more in-depth information regarding the updated guidelines, fees, and charges concerning reservation for your student recital. Any time you have made a payment, proof of purchase must be submitted to the School of Music office.

**Student Recital Fee:**

All student recitals must now be paid for in advance, in addition, we must also receive your *Student Recital Request Form* before your recital will be scheduled. **The recital fee is $50.** To pay this fee go the School of Music Store → Merchandise → and click on the Recital Fee. **Proof of payment via Marketplace must be provided to Kelli either via email or a copy of the receipt can be brought to the office.**

**Change of Date Request:** (additional charge)

There is an additional **$20 charge for any recital date change request.** This $20 fee is to be paid in addition to the $50 recital fee. **To pay this fee go the School of Music Store → Merchandise → and click on the Recital Date Change Fee Product.** Proof of payment via Marketplace must be provided to Kelli either via email or a copy of the receipt can be brought to the office.

**Cancellations:** (no refunds)

If a date has already been scheduled for your recital and it is later determined that you want to move the recital to the next semester or cancel, please note that there are **no refunds.**