The complete student recital administrative fee of $50 must be paid in Marketplace before the scheduling of your recital can occur. THIS PAYMENT IS NON-REFUNDABLE and there are no cancellation refunds.

You must set up a student recital date and jury recital date with your instructor. You can check on the availability of the Recital Hall by viewing printed calendar located in the School of Music Office at the front desk. After choosing your date, you must provide Kelli with the completed Student Recital Request Form.

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

Only after we have received the recital payment verification, the Student Recital Request Form, and the Student Recital Jury Report will we 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 emailed to Patricia Duran, the Technical Needs Form and the Video Record Permission Form (if applicable) must be turned in directly to Dr. Patrick. **IMPORTANT: These must be sent a MINIMUM of 2 weeks prior to your recital.** 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!

**IMPORTANT NOTE:** All degreed recitals must be performed on campus, any exceptions to this must first be approved by the director prior to scheduling.

**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 offers 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.
All student recitals must be paid for in advance. The Student Recital Request Form must be turned in 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.** Once the recital payment is completed, a notification will be sent to the office through Touchnet Marketplace.

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

There is an additional **$30 charge for any recital date change request.** To pay this fee, go the School of Music Store ➔ Merchandise ➔ and click on the Recital Date Change Fee Product. Once the change of date payment is completed a notification will be sent to the office through Touchnet Marketplace.

**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 either a new time, a new date, to the next semester, or if you are wanting to cancel, note that there are **no refunds. Kelli Irwin and Patricia Duran must be made aware two weeks in advance of any cancellations for recitals.**