

CoFAC Recital Hall
Western Illinois University School of Music
STUDENT STAND-ALONE SOLO RECITAL PRE-AUTHORIZATION FORM
Senior and Graduate Performance Majors only

Please bring this completed AND SIGNED form to the recital hall office when you come to schedule your recital. A reservation will not be made without required signatures on this form. The full year's calendar will be posted on Joanie Herbert's door (Recital Hall lobby) and School of Music front desk when classes begin and throughout recital scheduling days. It is also found online at wiu.edu/recitalhall, click on "More Events" under the Events listing on the main page. You will receive all other pertinent forms upon confirmation of your recital date. Email Joanie at je-herbert@wiu.edu, or visit my office in the Recital Hall lobby, if you have any questions.

Name:		Senior ___ Grad ___
Today's date:		Telephone:
Instrument or voice part:		E-mail:
Applied Professor:		Major:
Performance title:		
Degree Required ___ Optional ___		Degree: B.A. ___ B.M. ___ M.M. ___

Time & Date Choices: Please enter 3 preferences in 1,2,3 order. Note that not all times will work on any given day due to previously scheduled performances or rehearsals on the same day.

Possible performance time slots (if calendar permits):

- Weeknights: 5pm or 7:30pm
- Weekends: 11am, 1pm, 3pm, 5pm or 7:30pm

	Day	Date	Time
1			
2			
3			

Signatures (required BEFORE recital is scheduled):

☐ I accept the responsibility of scheduling a pre-recital hearing to be held at least 4 weeks before this recital date. I understand that this recital is tentative pending the outcome of this hearing.

Student

Applied Professor

After your recital is officially scheduled, a date/time confirmation and pertinent forms will be sent to you and your professor (or faculty advisor) by e-mail. It is your responsibility to acquire an accompanist in a timely fashion. Joanie Herbert will email ALL recital information and forms. You should then schedule your dress rehearsal. Student groups-please designate ONE CONTACT PERSON for all correspondence. Thanks!