STUDENT RECITAL POLICIES AND PROCEDURES
2013-2014

Scheduling
Junior (optional) and Senior recitals (required as part of MUS 490) should be scheduled during the first two weeks of the semester in which they will be held. To schedule a recital, students should complete the RECITAL REQUEST FORM and submit it to the Music Office.

Venues
Student recitals can be held in the following venues based on availability. Any other space will require special approval.

- Shafer Auditorium
- Shafer 216
- Akus Gallery
- Webb 110
- Betty Tipton Room
- Student Center Theater

Please note: The Akus Gallery, Student Center Theater and Betty Tipton Room, cannot accommodate a grand piano, therefore, no solo piano recitals or recitals requiring piano accompaniment can be held in any these spaces.

Programs
Programs are required at all recitals. The department will make copies of your program for you as long as all the necessary materials are submitted at least 10 business days prior to your recital date. If you miss the deadline, you will be responsible for copying your own programs. Please see the department's website to download the required template. No other format will be accepted.

Publicity
Students are permitted to hang posters on any public bulletin board on campus. Student recitals will be announced via the departmental e-newsletter and social media sites.