**2017-2018 Undergraduate Degree Recital Request Form**

Name ___________________________________________  Today's Date __________________________________________________________________________

Address ___________________________________________  Instrument/Voice ___________________________________________

________________________________________________________  Performance Date ___________________________________________________________________

Email _______________________________________________  Performance Time ___________________________________________________________________

Phone Number _________________________________________  Performance Venue ___________________________________________

KUID ______________________________________________________________________________________

<table>
<thead>
<tr>
<th>Recital Classification:</th>
<th>□ Junior</th>
<th>□ Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recital Series</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Recital Series</td>
<td>Fee</td>
<td>Amount Due</td>
</tr>
<tr>
<td></td>
<td>Murphy Hall Rooms ($100)</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>Hall Rental, Marketing (website, School of Music events list, KU events list), Piano Tuning, Programs, Student Monitor, AUDIO Recording</td>
<td></td>
</tr>
<tr>
<td>Student Recital Series</td>
<td>Outside Murphy Hall (incl. Bales) /Off Campus ($50)</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>Marketing (website, School of Music events list, KU events list), Programs (recording ONLY included for Bales Recital Hall - see policy for more information regarding recording)</td>
<td></td>
</tr>
</tbody>
</table>

---

**The full recital fee must be paid at the time the recital is scheduled.**

**The recital fee is non-refundable.**

With my signature, I do hereby agree that I have read and understand the terms and conditions outlined in the Recital Scheduling Policy packet. I agree that I will abide by these policies and procedures including the following:

- Failure to submit the recital program at least two weeks before the performance date and as detailed in the Recital Scheduling Policy will result in the automatic cancellation of the recital.
- All recital scheduling/rescheduling will take place no later than the last day of class before the mid-term break (Fall Break or Spring Break).
- Rescheduling the recital will cost an additional $100.
- Only one recital per student will be scheduled each semester.
- This recital is in partial fulfillment of the requirements for my degree.
- Dress rehearsal time in Swarthout Recital Hall must be scheduled through the applied professor who will be granted access to the hall.

Performer Signature __________________________________________________________________________

Applied Professor Signature __________________________________________________________________

---

To be complete by office staff:

<table>
<thead>
<tr>
<th>Event Date/Time</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location</td>
<td>Cash</td>
</tr>
</tbody>
</table>

Cash  Check # __________________________

Revised 08072017