2015-2016 Graduate Degree
Recital & Lecture/Recital Request Form

Name ________________________________  Today’s Date ____________________
Address ______________________________  Instrument/Voice __________________
____________________________________  Performance Date ____________________
Email __________________________________  Performance Time _________________
Phone Number __________________________  Performance Venue _________________
KUID __________________________________

Recital Classification: □ Master of Music  □ Doctor of Musical Arts/Ph. D.  □ Lecture (□ Final Doctoral Project)

Recital Series
Student Recital Series  Fee  Amount Due
Murphy Hall Rooms ($80)
Hall Rental, Marketing (website, School of Music events list, KU events list),
Piano Tuning, Programs, Student Monitor, AUDIO Recording

Student Recital Series  Fee  Amount Due
Outside Murphy Hall (incl. Bales) /Off Campus ($40)  $ __________
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)

Opera Performance & Conducting
School of Music sponsored opera ($20) or
Conducting Recital #1  #2  #3 (circle one) ($20)
Marketing (website, School of Music events list, KU events list), Programs,
Student Monitor, AUDIO Recording

Contact Brock Babcock (brockbabcock@ku.edu) for lecture/recital A/V needs.

A non-refundable deposit of at least $40 ($20 for opera & conducting) is required when the recital is scheduled.
Date changes will require an additional non-refundable $40/$20 deposit.

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 prescribed in the Recital Scheduling Policy will result in the automatic cancellation of the recital.
_____ Failure to pay the full recital fee at least two weeks before the performance date will result in the cancellation of the recital.
_____ Rescheduling the recital will cost an additional $40.
_____ 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 and must be present during the rehearsal.

Performer Signature ____________________________
Applied Professor Signature ______________________

To be completed by office staff:

Event Date/Time ____________________________  Deposit Amount ____________________
Event Location ______________________________  Amount Due ________________________
Recital Equipment Needs:

_______ Chairs (number needed)

_______ Stands (number needed)

Also need:

☐ Podium  ☐ 2 pianos

If you require a specific arrangement on stage, please use the above diagram to sketch the set up you would like to use.