



## Student Recital Application Form

Student Name: \_\_\_\_\_ Degree Emphasis: \_\_\_\_\_

Instrument/Voice Type: \_\_\_\_\_ Recital Level: \_\_\_\_\_ Lesson Instructor: \_\_\_\_\_

Accompanist: \_\_\_\_\_ Additional Performer(s): \_\_\_\_\_

Notes: \_\_\_\_\_

I understand it is my responsibility to obtain all required signatures and submit the completed recital form to the Music Office within one week after the recital date in order to earn credit for completion of this degree requirement.

\_\_\_\_\_  
Student Signature/Date

----- Students Do Not Write Below This Line (Except in Comments) -----

<b>Section I</b> <i>Complete within first 2 weeks of recital semester</i>	
The student has completed or is currently enrolled in all prerequisites to the major (i.e., lower division music requirements).	_____ Academic Advisor Signature/Date
The student has demonstrated readiness to offer a recital this semester and should be assigned a recital committee and date.	_____ Lesson Instructor Signature/Date
The student's recital committee consists of the following faculty:  #1 _____  #2 _____  #3 _____  The student has been assigned the following recital date and time:  _____	_____    Department Chair Signature/Date
The accompanist is available to perform with the student on the recital date listed above. <i>(Skip to the next signature if there is no accompanist.)</i>	_____ Accompanist Signature/Date
<b>Section II</b> <i>Complete 8 weeks before recital</i>	
The student has been assigned the following recital hearing date and time:  _____	_____ Faculty #1 Signature/Date
	_____ Faculty #2 Signature/Date
	_____ Faculty #3 Signature/Date
The student's hearing date, as listed above, is confirmed on the department's calendar of events.	_____ Performing Arts Technician II Signature/Date
<b>Section III</b> <i>Complete immediately after recital hearing</i>	
Upon completion of the recital hearing, the student has:  _____	_____ Faculty #1 Signature/Date
The following recital date and time has been confirmed on the department's calendar of events:  _____	_____ Faculty #2 Signature/Date
	_____ Faculty #3 Signature/Date

## Section IV

### *Complete 4 weeks before recital*

The student has paid the recital fee and submitted the receipt as proof of payment. *The recital will be postponed or cancelled if the fee is not paid in time.*

1/2 hour recital = \$75  
1 hour recital = \$100

[Student Recital Fee Payment Form](#)

$$\frac{1}{2} \text{ hour recital} = \$75$$

1 hour recital = \$100
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## Student Recital Fee Payment Form

Administrative Support Coordinator I Signature/Date

The student has submitted a written description of attire and technical requests.

Lesson Instructor Signature/Date \_\_\_\_\_

The recital date as listed in Section III is confirmed on the department's calendar of events, and the student has submitted the Technical Request Form for both their dress rehearsal and recital.

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Performing Arts Technician II Signature/Date

The student has contacted the Graphic Specialist for the School of the Arts, Brad Peatross ([bpeatross@csustan.edu](mailto:bpeatross@csustan.edu)), for their poster. *Optional*

The lesson instructor has reviewed and approves the student's program template, and the student is opting into the following program options:

Printed by Music Office (15 copies)

_____	Projected in the recital hall
_____	

## Recital Program Template

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Lesson Instructor Signature/Date

## Section V

*Complete within 1 week of completing the recital*

Upon completion of the recital, the student has:

\_\_\_\_\_

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Faculty #1 Signature/Date

\_\_\_\_\_  
Faculty #2 Signature/Date

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Faculty #3 Signature/Date

The student has submitted their complete Student Recital Form to the Music Office for filing.

Administrative Support Coordinator I Signature/Date

## Student Recital Application Form Instructions

### Student

1. Consult with your applied lesson instructor to offer a recital in the following semester.
2. With your lesson instructor's approval, secure your accompanist and/or additional performer(s) if needed.
3. Fill and sign the top portion of this form. (You will need a [Adobe Acrobat and a digital signature](#). **Do not simply sign with an image or try to fill this form in a web browser! You must download the form and use Adobe or the fields won't work properly.**)
4. Forward this form to your assigned Academic Advisor for review and signature.
5. As each signer returns the form to you, continue forwarding it to the next signer *in order* and according to the timeline specified in each section. **Please do not cc the ASC unless you need their assistance.**  
(Note that some signers will forward the form to the next signer and simply cc you.)

- Notes:
- **The top section of this form locks after you sign**, so please ensure all information is accurate before signing. Adjustments can be noted in the comments field on page 2.
  - You are responsible for updating your accompanist/additional performer(s) on *all* matters relevant to their participation in your hearing, dress rehearsal, and recital.
  - You are also responsible for not only requesting the appropriate signatures in the order they're listed on this form but also following up with each individual whose signature is pending to ensure you adhere to the specified timeline, as delays in one section can cause delays in subsequent sections.

### Faculty/Staff

1. Confirm that the student is on track to offer a recital according to the prompt in the cell to the left of the one containing your requested signature line.
2. Fill and sign the requested form section. (You will need a [digital signature](#).)
3. Return the form to the student so they may continue obtaining signatures OR forward the form to the next signer and cc the student. **Please do not cc the ASC unless you need their assistance.**

- Notes:
- Each form section locks once the first signature in that section is obtained, so please sign *after* you fill in the section fields. Adjustments can be noted in the comments field on page 2.
  - You are responsible for responding to each line of the form in a timely manner - with consideration to the date you received the form - according to the prompt that corresponds with your requested signature line and the section's specified timeline.
  - Signatures must be obtained in order, so please do not skip ahead on the form to sign any other fields, but you may need to sign more than one field in a row if you're fulfilling multiple roles (e.g., lesson instructor and academic advisor).

Contact the Music Department Admin Support Coordinator, [Mx. Woodall](#), if you have any questions about this form or require assistance obtaining signatures but **please do not cc them in every single email as you obtain signatures.**