



Student Recital Packet – Application Form

See page 4 for instructions!

Student Name: _____ ID: _____ Emphasis: _____

Instrument/Voice Type: _____ Recital Level: _____ Lesson Instructor: _____

Accompanist: _____ Additional Performer(s): _____

Notes: _____

I understand it is my responsibility to obtain all required signatures, communicate all recital and hearing details with the accompanist/additional performer(s), and submit the recital form to the Music Office within one week after the recital date to earn credit for completion of this degree requirement.

Student Signature/Date

----- Students Do Not Write Below This Line -----

Section I <i>Complete within first 2 weeks of recital semester</i>	
The student has completed/is currently enrolled in: <ul style="list-style-type: none"> All LD Music requirements (Jr. Recital) All Music prerequisites, core courses, & UD courses & has passed the Piano Proficiency Exam (Sr. Recital) 	_____ Academic Advisor Signature/Date
The student has demonstrated readiness to offer a recital this semester and should be assigned a recital committee, hearing date/time, and recital date/time.	_____ Lesson Instructor Signature/Date
The student's recital committee consists of the following faculty: #1 _____ #2 _____ #3 _____	_____ Department Chair Signature/Date _____ Faculty #1 Signature/Date
The student has been assigned the following dates/times: Recital: _____ Hearing: _____	_____ Faculty #2 Signature/Date _____ Faculty #3 Signature/Date
The accompanist is available to perform with the student on the hearing and recital dates/times listed above. <i>(Skip to the next signature if there is no accompanist.)</i>	_____ Accompanist Signature/Date
The student has submitted their partially completed Student Recital Application so a scan can be saved to the student's file.	_____ Administrative Support Coordinator I Signature/Date

Student Recital Packet – Application Form (*Continued*)

Section II <i>Complete 8 weeks before recital</i>	
The following date/time has been submitted to 25Live: Hearing: _____ The following date/time has been confirmed internally: Recital: _____	_____ Performing Arts Technician II Signature/Date
Section III <i>Complete immediately after recital hearing</i>	
Upon completion of the recital hearing, the student has: _____ Passed _____ Not Passed The following date/time shall be submitted to 25Live: Recital: _____	_____ Faculty #1 Signature/Date _____ Faculty #2 Signature/Date _____ Faculty #3 Signature/Date
Section IV <i>Complete 4 weeks before recital</i>	
The student has paid the recital fee (\$75 or \$100) and submitted both the fee payment form and receipt to Mx. Woodall. Receipt Date: _____ Receipt # _____ <i>The recital will be postponed/cancelled if the fee is not paid.</i>	_____ Administrative Support Coordinator I Signature/Date
The student has submitted and the instructor approves of the following: <ul style="list-style-type: none"> Written description of attire Technical requests Program template (forward approved program to the ASC-I for filing) 	_____ Lesson Instructor Signature/Date
The student has submitted the Technical Request Form and the following dates/times have been submitted to 25Live: Dress rehearsal: _____ Recital: _____	_____ Performing Arts Technician II Signature/Date
The ASC-I has saved the program to the student file, and the student is opting into one of the following program options: _____ ASC-I prints 15 copies and delivers to event support crew. _____ PAT-II projects the program info in the recital hall. <i>Optional:</i> The student has contacted the Graphic Specialist for the School of the Arts, Brad Peatross (bpeatross@csustan.edu), for their poster.	_____ Administrative Support Coordinator I Signature/Date
Section V <i>Complete within 1 week of completing the recital</i>	
Upon completion of the recital, the student has: _____ Passed _____ Not Passed	_____ Faculty #1 Signature/Date _____ Faculty #2 Signature/Date _____ 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 Packet – Fee Payment Form

You must include this form with your payment.

Date: _____
Student Name: _____ Student ID: _____

Recital Level (*select one*): ___ Junior Recital ___ Senior Recital
Payment method (*select one*): ___ Cash ___ Check # _____
Fee Amount (*select one*): ___ \$75 (1/2 hour) ___ \$100 (1 hour)

CASHNet Code: T102

Department: 20021 Fund: i3004 (GATE)

You may pay in person or mail a check (with this form!) to:

ATTN: Cashier Services
Stanislaus State University
One University Circle
Turlock, CA 95382

Student Recital Packet – Instructions

Student

- Complete the following the semester *before* you plan to offer a recital:
 - Consult with your advisor in your advising session to determine whether you're on track to fulfill the necessary requirements to offer a recital.
 - Request your accompanist and/or additional performer(s).
- Complete the following during the semester you plan to offer a recital:
 - Fill out the top portion of this recital application form using [Adobe Acrobat Reader](#) (or Adobe Acrobat DC), print it, then sign it.
 - Hand deliver the application to each signer according to the timeline and signature order for each section. (It is recommended that you keep a scan/photo of the application before you deliver it for each signature request.)
 - After you pass your hearing, you must pay the recital fee and deliver the payment form and receipt to the Music ASC-I, Mx. Woodall.
- You are responsible for following up with each signer to ensure the form is moving forward.
- Signatures for each section must be obtained in order, so do not request that signers skip around the form to sign all their fields in every section at once.
- After each signature is obtained, the application should be returned to you so you can obtain the next signature.

Faculty/Staff

- When your signature is requested, you must complete/confirm completion of the associated tasks to the left of your signature field.
- You are responsible for responding to each signature request in a timely manner.
- Signatures for each section must be obtained in order, so do not skip around the form to sign all your fields in every section at once.
- After signing, you must return the form to the student so they may obtain the next signature.

Contact the Music Department Admin Support Coordinator, Mx. Jasmine Woodall (jwoodall@csustan.edu), you have any questions about this form or require assistance obtaining signatures.