

**COFAC Recital Hall**  
**Western Illinois University School of Music**  
**STUDENT STAND-ALONE SOLO RECITAL PRE-AUTHORIZATION FORM**  
 Senior and Graduate Performance Majors only

Please bring this completed AND SIGNED form to the Recital Hall office when you come to schedule your recital. A reservation will not be made without required signatures on this form. You may look at the Recital Hall/School of Music Google calendar with your professor, who has access to it. You will receive all other pertinent forms upon confirmation of your recital date. Email Joanie at je-herbert@wiu.edu, or visit my office in the Recital Hall lobby, if you have any questions.

<b>Name:</b>		<b>Senior</b> ___ <b>Grad</b> ___
<b>Today's date:</b>		<b>Telephone:</b>
<b>Instr. or voice part:</b>	<b>E-mail:</b>	
<b>Applied Professor:</b>	<b>Major:</b>	
<b>Performance title:</b>		
<b>Degree Required</b> ___ <b>Optl</b> ___	<b>Degree: B.A.</b> ___ <b>B.M.</b> ___ <b>M.M.</b> ___ <b>Honors</b> ___	

**Time & Date Choices:** Please enter 3 preferences in 1,2,3 order. Note that not all times will work on any given day due to previously scheduled performances or rehearsals on the same day.

**Possible performance time slots (if calendar permits):**

- Weeknights: 5pm or 7:30pm
- Weekends: 11am, 1pm, 3pm, 5pm or 7:30pm

	Day	Date	Time
1			
2			
3			

**Signatures (required BEFORE recital is scheduled):**

I accept the responsibility of scheduling a pre-recital hearing to be held at least 4 weeks before this recital date. I understand that this recital is tentative pending the outcome of this hearing.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Applied Professor/Advisor**

*After your recital is officially scheduled, a date/time confirmation and pertinent forms will be sent to you and your professor (or faculty advisor) by e-mail. It is your responsibility to acquire an accompanist in a timely fashion. Joanie Herbert will email ALL recital information and forms. You should then schedule your dress rehearsal. Student groups-please designate ONE CONTACT PERSON for all correspondence. Thanks!*