STUDENT RECITAL REHEARSAL REQUEST

- Use this form only to request dress rehearsal time for student recitals. For general requests (including recordings) please use the online scheduling system (VEMS) http://uscschedule.usc.edu
- Please only choose rehearsal times found online from the Recital Rehearsal Request Timeslots http://music.usc.edu/operations/forms/
- Be sure to reserve rehearsal space at least 3 weeks in advance, as dates may not be available the week of your recital.
- Rehearsal time is limited to two hours per recital in your recital venue. Additional rehearsal time may be reserved the week of your recital, availability permitting; Please use the online scheduling system (VEMS) to request additional rehearsal time in Ramo, MacDonald, or Schoenfeld Hall and see the Scheduling Coordinator to request additional rehearsal time in Newman Recital Hall.
- You must return this form to the Music Operations Office (BMH 101). You will receive a response via e-mail within two business days.

Name: ___________________________ Date of recital: ___________________________
E-mail (USC only): _______________@usc.edu Location of recital: ___________________________
Local Phone Number: (______)_________________________ Instrument used in recital: ___________________________
Student ID No (10-digit): ___________________________ Degree Level: ___________________________

In order of preference, please list your requested dates below:

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<th>Day / Date</th>
<th>Time</th>
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Office use

Date: ___________________________ Time: ___________________________ Location: ___________________________
Contacted: _______________________

Time Stamp (date, time):  ___________________________