STUDENT RECITAL EXCHANGE REQUEST

- Use this form **only** to transfer a confirmed recital timeslot with another student or a remaining available timeslot.
- Please only choose recital timeslots found online from the “Recital Timeslots” list at: music.usc.edu/operations/forms/
- Student Recital Transfer Requests must be at least 2 weeks in advance from the earliest recital timeslot listed.
- Student Recital Transfer Requests will only be processed after the add/drop period ends.
- If you are transferring recital timeslots with another student then both instructor signatures are required. An email approval may be attached in lieu of a signature.
- 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/Time of recital: ________________________________

Signature ___________________________ /  _________             Location of recital: _________________________________

E-mail (USC only): ________________________@usc.edu   Local Phone Number: (____)_______________________

Instructor: __________________________________________  Signature : _________________________________________

Which kind of recital timeslot are you transferring with?  [ ] OTHER STUDENT  [ ] AVAILABLE TIMESLOT

OTHER STUDENT:

Name: ______________________________________ Date/Time of recital: ________________________________

Signature ___________________________ /  _________             Location of recital: _________________________________

E-mail (USC only): ________________________@usc.edu   Local Phone Number: (____)_______________________

Instructor: __________________________________________  Signature : _________________________________________

AVAILABLE TIMESLOT: Recital Venue (ex. NRH)   Booking Date   Event Start Time

________________________________________  ___________________________  _________________________

Office use

Contacted: ________________________

Date: ________________________

Time Stamp (date, time):