**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) [music.usc.edu/operations/scheduling/](music.usc.edu/operations/scheduling/).
- Please only choose rehearsal times found online from the "Recital Rehearsal Timeslots" list at: [music.usc.edu/operations/forms/](music.usc.edu/operations/forms/).
- Be sure to reserve rehearsal space at least **2 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 email mussched@thornton.usc.edu 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/Time 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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<tr>
<th>Day / Date</th>
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Office use

Date: ______________  Time: ______________  Location: ______________

Contacted: ______________

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**Time Stamp (date, time):**