

## 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/](http://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 \_\_\_\_\_ / \_\_\_\_\_  
Today's Date Location of recital: \_\_\_\_\_

E-mail (USC only): \_\_\_\_\_@usc.edu Local Phone Number: (\_\_\_\_) \_\_\_\_\_

Instructor: \_\_\_\_\_ Signature : \_\_\_\_\_  
Print Name

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

### **OTHER STUDENT:**

Name: \_\_\_\_\_ Date/Time of recital: \_\_\_\_\_

Signature \_\_\_\_\_ / \_\_\_\_\_  
Today's Date Location of recital: \_\_\_\_\_

E-mail (USC only): \_\_\_\_\_@usc.edu Local Phone Number: (\_\_\_\_) \_\_\_\_\_

Instructor: \_\_\_\_\_ Signature : \_\_\_\_\_  
Print Name

<b><u>AVAILABLE TIMESLOT:</u></b>	Recital Venue (ex. NRH)	Booking Date	Event Start Time
	_____	_____	_____

Office use

Contacted: \_\_\_\_\_

Date: \_\_\_\_\_

Time Stamp (date, time):