

## 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: Trojan, Tommy Date/Time of recital: 10/01/16 - 7:30pm  
 Signature: TROJAN SIGNATURE / 9/16/16 Location of recital: JMH  
Today's Date  
 E-mail (USC only): ttrojan@usc.edu Local Phone Number: (213) 555-1234  
 Instructor: Supervising Instructor Signature: INSTRUCTOR SIGNATURE  
Print Name

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

### OTHER STUDENT:

Name: Traveler, Tim Date/Time of recital: 10/08/16 - 4:00pm  
 Signature: TRAVELER SIGNATURE / 9/16/16 Location of recital: NRH  
Today's Date  
 E-mail (USC only): ttraveler@usc.edu Local Phone Number: (821) 555-1234  
 Instructor: Supervising Instructor Signature: INSTRUCTOR SIGNATURE  
Print Name

**AVAILABLE TIMESLOT:** Recital Venue (ex. NRH) Booking Date Event Start Time  
For example: NRH 10/08/16 4:00pm

Office use

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

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

Time Stamp (date, time):