

STUDENT RECITAL REQUEST FORM

PLEASE PRINT CLEARLY, AS ILLEGIBLE OR INCOMPLETE FORMS WILL BE NOT BE PROCESSED.

For the recital lottery: DMA students are processed first, followed by BM/MM students

1. Contact Information

Name (Last, First): Trojan, Tommy Instrument for this recital: Trumpet
 Student ID No (10-digit): 1234-56-7890 Is this recital required for your degree? YES NO
 E-mail (USC only): ttrojan @ usc.edu Degree Level (check one): DMA MM BM
 Phone: (213) 555-1234

2. List your requested recital timeslots below in order of preference.

- Please only choose recital timeslots found online from the "[Recital Timeslots](#)" list at:

music.usc.edu/operations/forms/

	Recital Venue (ex. NRH)	Booking Date	Event Start Time
1.	<u>JMH</u>	<u>10/01/2016</u>	<u>7:30pm</u>
2.	<u>NRH</u>	<u>10/08/2016</u>	<u>8:00pm</u>
3.	<u>RRH</u>	<u>10/02/2016</u>	<u>6:30pm</u>
4.	<u>SSH</u>	<u>10/01/2016</u>	<u>7:30pm</u>
5.			

(You may attach a separate sheet of paper to list additional recital times)

3. Supervising Instructor Approval

Instructor: Supervising Instructor Signature: INSTRUCTOR SIGNATURE
Print Name

- An email approval may be attached to this form in lieu of a signature.

NOTE TO INSTRUCTOR: By signing above, you are acknowledging that you are available for the above recital dates and believe that this student will be prepared to give a degree-required recital.

4. Recital Requirements by Program & Degree – See Page 2 (Reverse Side)

Circle your Program, Degree, and Recital Requirements (1, 2, 3, or 4). Recital timeslots are equal length for all classical students.

5. Academic Approval

ALL Students: Submit this form to **Music Student Affairs** in **TMC 200** for academic approval signature (below).

Approval of Music Student Affairs: STUDENT AFFAIRS SIGNATURE Date: _____

Recital Curricular Approval Pending:

MGEE Requirement Grad Committee Interview Qualifying Exams Previous Recital Paperwork Other

STUDENT RECITAL REQUEST FORM, PAGE 2

Composition	BM	1			
	MM	1			
	DMA	1			
	DMA Elective	1			
New Music	DMA Elective	1			
Electroacoustic Media	DMA Elective	1			
Early Music	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
Recorder	DMA Elective	1			
Vielle &/or Viol	DMA Elective	1			
Instrumental Conducting	DMA Elective	1			
Choral	MM	1			
	DMA	1	2		
Violin & Cello	BM	Jr.	Sr.		
	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
Harp & Viola	BM	Jr.	Sr.		
	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
Double Bass	BM	Jr.	Sr.		
	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
Vocal Arts	BM	Jr.	Sr.		
	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
Opera Coaching/Cond.	DMA Elective	1			
Keyboard Studies	BM	1			
	MM	1	2		
	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
Harpichord	DMA Elective	1			
Keyboard Collaborative Arts	MM	1	2		
	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4

Classical Guitar	BM	Jr.	Sr.		
	MM	1	2		
	DMA	1	2	3	4
	DMA Elective	1			
Bassoon	BM	1			
	MM	1			
	DMA	1	2	3	4
	DMA Elective	1			
Clarinet	ARTD	1	2	3	4
	BM	1			
	MM	1			
	DMA	1	2	3	4
Flute	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
French Horn	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Oboe	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Percussion	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Saxophone	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Trombone	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Trumpet	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			
Tuba	DMA	1	2	3	4
	DMA Elective	1			
	ARTD	1	2	3	4
	BM	1			
	MM	1			

Student Affairs Time Stamp: (date, time):

Received by (initials): _____

Operations Office Use Only

Recital Code: _____

Date: _____

Event time: _____ Reserved time: _____

Location: _____

CLASSICAL

RECITAL PROCESS

for online step-by-step instructions, dates, and forms visit the student portal: music.usc.edu

1. SEE YOUR

DEPARTMENT COORDINATOR

find out the details of your recital requirements!

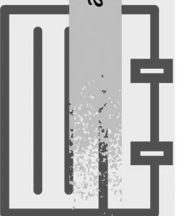
Advisor

Private Instructor

Confirm with your Advisor & Private Instructor that you are on track to give a recital in the following semester.

3.

recital dates released online



October

(Dates for Spring Recitals Released)

April

(Dates for Fall Recitals Released)

4.

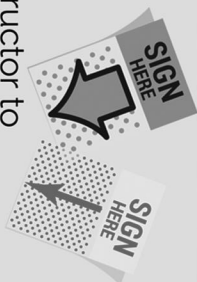
SELECT A VENUE

FILL OUT RECITAL REQUEST FORM

+ Available Dates can be Found Online

5.

Private Instructor



Ask your private instructor to approve your selected dates and sign your recital request form.

6.



Advisor

Take your signed form to Thornton Student Affairs for processing (TMC 200).

7.



Operations Office



After processing, Student Affairs will bring the form to Operations Office.

8.

Scheduling EMAILS YOU

The Recital Lottery Results



9.

Reply via email to Scheduling to confirm or deny the received recital date.



10.

THORNTON PRODUCTION



A Recital Venue Packet will be sent to you in an email from Production after the recital timeslot is confirmed by you via email

return the completed packet 2 weeks prior to your recital

11.

Recital Day



The Big Day!

Be aware of your recital timeslot!

Have a great performance!