

# 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/](http://music.usc.edu/operations/scheduling/)
- Please only choose rehearsal times found online from the “Recital Rehearsal Timeslots” list at:** [music.usc.edu/operations/forms/](http://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 [music.scheduling@usc.edu](mailto:music.scheduling@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: Trojan, Tommy

E-mail (USC only): ttrojan@usc.edu

Local Phone Number: (213) 555-1234

Student ID No (10-digit): 1234-56-7890

Date/Time of recital: 10/01/2016 – 7:30pm

Location of recital: JMH

Instrument used in recital: Trumpet

Degree Level: DMA

In order of preference, please list your requested dates below:

	Day / Date	Time	Location
1.	<u>Friday, 9/30/16</u>	<u>6:00pm</u> am pm	<u>JMH</u>
2.	<u>Friday, 9/30/16</u>	<u>8:00pm</u> am pm	<u>JMH</u>
3.	_____	_____ am pm	_____

Office use

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

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

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

Time Stamp (date, time):