GEORGE MASON UNIVERSITY SCHOOL OF MUSIC
RECITAL SCHEDULING FORM SPRING 2019

Performers Name: ___________________________________ E-Mail: ____________________________

Phone: ___________________ Instrument: ___________________ Applied Instructor: ___________________

Recital type: _____ Education _____ Performance _____ Composition _____ Conducting _____ Non-Degree

Level of Study: _____ Junior _____ Senior _____ Graduate _____ Grad. Lecture _____ Doctoral

Recital Venue: ________________ Recital Date: ________________ Performance Time: ________________
Arrival Time (1 hour prior): ________________

Receptions cannot be held in the performance spaces. Please make arrangements for an off-campus or Johnson Center reception.

Important Dates to Remember:

**On-Campus Recitals:**
Friday, November 30, 2018: Recital Scheduling Form due to Bridget Higgins (A417N)
Incomplete or late forms will result in your recital date and time being removed from the calendar.

Tuesday, January 29, 2019: Technical Requirements due to Operations (online form). You will receive a link to complete your technical requirements via email during the 1st week of Spring classes.

Tuesday, February 5, 2019: Last day to schedule a Dress Rehearsal. Dress rehearsal dates will be sent after receiving your technical requirements. Students are allowed ONE scheduled dress rehearsal and CANNOT be rescheduled after this date.

**Off-Campus Recitals:**
Tuesday, January 29, 2019: Off-campus Recital Scheduling Forms due to Bridget Higgins.
All off-campus recitals must take place by Tuesday, May 7, 2019.

Signing this form is a declaration of the applied instructor, area coordinator, student, and accompanist’s approval and commitment to the recital date, time, location, and procedures stated above.

Student Signature: ___________________ Signature: ___________________ Date: ___________________

Applied Instructor Approval: ___________________ Signature: ___________________ Date: ___________________

Accompanist Name and Email: ___________________ Name: ___________________ Email: ___________________

Accompanist Approval: ___________________ Signature: ___________________ Date: ___________________

Area Coordinator Approval: ___________________ Signature: ___________________ Date: ___________________

On-campus recitals CANNOT be scheduled after November 30, 2018