Convocation Application

This completed form should be emailed to me ([greglee@ou.edu](mailto:greglee@ou.edu)) and CCed to your major teacher for approval. Your information will only be processed after I receive your teacher’s approval email. (No less than 7 days before the performance).

Convocation dates are second and fourth Thursday of every month (pending school holiday or other university conflict) from 1.30pm-2.20pm in Sharp Hall.

1. Please fill the template on the second page, and replace each area with correct information.
2. All font: Garmond, size 16 unless title doesn’t fit on one line.
3. Title: In *italics* and **bold**.
4. Movement(s): Indented with small Roman numeral.
5. Composer and Dates: Both right justified in **bold**.
6. Performer’s name: Center justified. One line per performer, if there is more than one.

This is an example:

|  |  |
| --- | --- |
| ***Suite for Violin, Clarinet and Piano Op. 157b*** | **Darius Milhaud**  **(1892 - 1974)** |
| 1. Ouverture - Vif et gai 2. Divertissement - Animé |  |
| Gregory Lee, Violin  Jane Doe, clarinet  John Smith, piano | |

Please fill the template below with your details:

|  |  |
| --- | --- |
| ***Title*** | **Composer’s Full Name**  **Composer’s dates** |
| 1. Movement |  |
| Performer, Instrument  Performer, Instrument | |

Please fill the right box:

|  |  |
| --- | --- |
| Date of Performance: (2nd and 4th Thurs of each month) |  |
| Length of performance: |  |
| Student name: |  |
| Student email: |  |
| Student phone: |  |
| Major Teacher name: |  |
| Major Teacher email: |  |