

# University of Oklahoma – School of Music

## 2017-2018 Student Recital Request Form

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
OU Email: \_\_\_\_\_  
Instrument: \_\_\_\_\_  
Professor: \_\_\_\_\_

### Type of degree recital:

- |   |   |
|---|---|
| <input type="checkbox"/> Doctorate  | <input type="checkbox"/> Solo performance |
| <input type="checkbox"/> Master's   | <input type="checkbox"/> Lecture          |
| <input type="checkbox"/> Senior   | <input type="checkbox"/> Collaborative    |
| <input type="checkbox"/> Junior   |   |
| <input type="checkbox"/> Non-degree (Cannot be scheduled in performance halls.) |   |

### Performance Times:

Monday – Thursday: 6:00pm & 8:00pm

Friday: 4:00pm (Pitman Hall is available for preparation after 3:30pm), 6:00pm & 8:00pm

Saturday – Sunday: 12:00pm, 2:00pm, 4:00pm, 6:00pm & 8:00pm

### Requested Performance Dates:

1. \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- |  |                                 |                                 |                                 |                                 |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 12:00pm                       | <input type="checkbox"/> 2:00pm | <input type="checkbox"/> 4:00pm | <input type="checkbox"/> 6:00pm | <input type="checkbox"/> 8:00pm |
| <input type="checkbox"/> Morris R. Pitman Recital Hall |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Paul F. Sharp Concert Hall    |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Grayce B. Kerr Gothic Hall    |                                 |                                 |                                 |                                 |

2. \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- |  |                                 |                                 |                                 |                                 |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 12:00pm                       | <input type="checkbox"/> 2:00pm | <input type="checkbox"/> 4:00pm | <input type="checkbox"/> 6:00pm | <input type="checkbox"/> 8:00pm |
| <input type="checkbox"/> Morris R. Pitman Recital Hall |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Paul F. Sharp Concert Hall    |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Grayce B. Kerr Gothic Hall    |                                 |                                 |                                 |                                 |

3. \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- |  |                                 |                                 |                                 |                                 |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 12:00pm                       | <input type="checkbox"/> 2:00pm | <input type="checkbox"/> 4:00pm | <input type="checkbox"/> 6:00pm | <input type="checkbox"/> 8:00pm |
| <input type="checkbox"/> Morris R. Pitman Recital Hall |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Paul F. Sharp Concert Hall    |                                 |                                 |                                 |                                 |
| <input type="checkbox"/> Grayce B. Kerr Gothic Hall    |                                 |                                 |                                 |                                 |

### NOTE:

- A maximum of five performances may occur in a single day.
- Recitals will not be scheduled against any ticketed performances.
- Recitals will not be scheduled on home football game days.
- Students are allowed to enter the hall a maximum of one hour before their recital and the house doors will open 15 minutes before show time.
- Students who choose to perform at 4:00pm in Pitman on Fridays will not be able to enter the hall until 3:30pm and the house doors will open at 3:50pm.
- Only organ students are permitted to perform a degree recital in Gothic Hall.
- There is no screen & projector option in Sharp Hall.
- The Recording Technician will assist with the initial stage set up, but will be unable to leave the recording booth once the performance has started.
- Stage Assistants are not provided for student degree recitals. It is the responsibility of each student performer to coordinate any movement of equipment during the recital (chairs, stands, etc.)

## Stage Equipment Request:

### Piano

- ☐ 7-foot – Pitman Hall (Most popular choice)
- ☐ 9-foot – Pitman Hall
- ☐ 9-foot – Sharp Hall (#43)
- ☐ 9-foot – Sharp Hall (#88 – Piano majors only)
- ☐ No Piano

### Lecture Recitals

- ☐ Screen & Projector (VGA cable supplied. Please bring your own laptop & adaptor.)
- ☐ Podium
- ☐ Wired Microphone (No wireless microphones in Pitman.)
- ☐ Audio playback
  - ☐ Laptop
  - ☐ CD
  - ☐ DVD
  - ☐ Electronics
  - ☐ Other \_\_\_\_\_

Other Special Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reception:

- Please consult directly with the Hall Manager regarding reception approval.
- Receptions must be requested two weeks prior to the event date.
- Receptions will not be scheduled on the same days or weekends as performances in Gothic Hall.
- Receptions may last for a maximum of 30 minutes.
- Students may not hire out catering services for their receptions.
- Alcohol, in any variety, is prohibited at student events.
- Students are expected to clean Gothic Hall at the conclusion of their reception. Please sweep up and take out the trash to the dumpster. A broom and dustpan will be provided in the kitchen area to facilitate the cleaning. Students who leave Gothic Hall messy after their reception will have their bursar account charged \$75.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concert Hall Manager

\_\_\_\_\_  
Date