

# University of Oklahoma – School of Music

## Student Recital Request Form

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

Type of degree recital:

- ☐ Doctorate  
☐ Solo performance  
☐ Lecture  
☐ Collaborative  
☐ Master's  
☐ Senior  
☐ Junior  
☐ Non-degree (May not occur in the SoM 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:** 12:00pm, 2:00pm, 4:00pm, 6:00pm & 8:00pm

**Sunday:** 2:00pm, 4:00pm, 6:00pm & 8:00pm

### Notes:

- 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.
- 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.
- Only organ students are permitted to perform a degree-required recital in Gothic Hall.
- There is no screen & projector option in Sharp Hall.

### Requested Performance Date:

**1<sup>st</sup> Choice:** \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- ☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm  
☐ Morris R. Pitman Recital Hall  
☐ Paul F. Sharp Concert Hall  
☐ Grayce B. Kerr Gothic Hall  
☐ Choir Room  
☐ Other: \_\_\_\_\_

**2<sup>nd</sup> Choice:** \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- ☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm  
☐ Morris R. Pitman Recital Hall  
☐ Paul F. Sharp Concert Hall  
☐ Grayce B. Kerr Gothic Hall  
☐ Choir Room  
☐ Other: \_\_\_\_\_

**3<sup>rd</sup> Choice:** \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- ☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm  
☐ Morris R. Pitman Recital Hall  
☐ Paul F. Sharp Concert Hall  
☐ Grayce B. Kerr Gothic Hall  
☐ Choir Room  
☐ Other: \_\_\_\_\_

**4<sup>th</sup> Choice:** \_\_\_\_\_  
(Day of Week, Month, Day, Year)

- ☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm  
☐ Morris R. Pitman Recital Hall  
☐ Paul F. Sharp Concert Hall  
☐ Grayce B. Kerr Gothic Hall  
☐ Choir Room  
☐ Other: \_\_\_\_\_

Stage Plot: (Please draw how the stage should be set for your recital.)



### Stage Equipment Request:

Need a piano?

☐ Yes

☐ No

Performing with a pre-recorded soundtrack?

☐ Yes

☐ No

Performing with live electronic components?

☐ Yes

☐ No

Reception: (Box to be checked by Hall Manager) ☐ Yes / ☐ No

- Receptions must be requested 5 business days 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

\_\_\_\_\_  
Accompanist Date

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