



**UIW Department of Music  
Student Recital Request Form**

**Complete and submit this form to Ms. Melinda Wright (mtwright@uiwtx.edu) in the full semester preceding the recital:  
Deadlines: November 1 for spring recitals or April 1 for fall recitals.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ PIDM: \_\_\_\_\_

Semester/Year of Recital: \_\_\_\_\_ Degree Sought: \_\_\_\_\_

Applied Instructor's Name: \_\_\_\_\_ Applied Instructor's Signature \_\_\_\_\_

Area: Composition | Voice | Instrument (\_\_\_\_\_)

Please provide three dates in order of preference.\* The faculty will choose the date that best accommodates all those involved.  
*Confirm your recital committee members' availability for all dates.*

	Hearing Date (at least 3 weeks prior to Recital)	Requested Recital Date	Requested Recital Time
1 <sup>st</sup> choice			3:00 / 7:30 p.m.
2 <sup>nd</sup> choice			3:00 / 7:30 p.m.
3 <sup>rd</sup> choice			3:00 / 7:30 p.m.

All degree recitals are in Ingrid Seddon Recital Hall except by special request of instructor.

**Submit page two to the private instructor for completion.**

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**This section is for faculty use only.**

**Approved \_\_\_\_\_ (Student may enroll in MUAP 4088/4090)      Not Approved \_\_\_\_\_**

Best hearing date: \_\_\_\_\_ *(This hearing should occur at least three weeks prior to the recital date.)*

Best recital date: \_\_\_\_\_ *(This date has been added to the Department of Music's Event Calendar.)*

Recital Committee Signatures:

By signing below, I indicate that I am willing to serve on this student's recital committee and am able to attend the requisite hearing (at least three weeks prior to the performance) and the performance.

\_\_\_\_\_  
(Signature – Applied Instructor)\*\*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature – Area Coordinator)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature – Outside Area Representative)

\_\_\_\_\_  
(Date)

Comments:

\* In choosing dates consult the academic calendar carefully. Do not schedule hearings and recitals during holidays or on days immediately preceding a holiday (for example, on the Wednesday evening before Fall Break). Consult the event calendar on the Dept. of Music website.

\*\* If applied instructor and area coordinator are the same person, a second outside area representative should be selected.

