

APPLICATION FOR STUDENT RECITAL

Name: _____ Panther ID: _____

Email: _____ Telephone Number: _____

Instrument: _____ Applied Teacher _____

Recital Type: Junior Senior Graduate

To qualify for the Student Recital a student must have completed all of their courses and projects. In order to verify those items each of the following personnel must sign-off by initial. See each of the following faculty for signatures. Check the recital flowchart for the proper procedure for booking the space and recording engineer.

Proposed Date: _____ Room: _____ Recital Start Time: _____

Reservation Start Time: _____ Reservation End Time: _____

Approved by:

Applied Music Teacher _____

Program Area Coordinator _____

Director of Graduate Studies (If applicable) _____

Joel Galand

Confirmation of Reservation _____

Lana Womble

Recording:* YES NO

Junior (\$50/Record) Senior (\$75/Record) Graduate (\$100/Record)

Check # _____ OR Cash _____

Business Office Representative Date

Faculty Coordinator _____

Paula Matthusen

CHANGE OF DATE/LATE FEES: \$25.00 for **each** adjustment to the bookings after the deadline.

Change to recital form description: _____

Confirmation of change: _____

Lana Womble

Receipt of payment for change: _____

Meg Galvis

- Original form w/all signatures
- Program preparation - Main Office (also email program information to galvism@fiu.edu)
- Professor responsible for providing hall access. Additional equipment as needed.
- cc: All Professors

*** Cancellations or rescheduling of the recital without notifying Professor Matthusen (at least 2 weeks in advance) may result in loss of recording payment.**