

# MICHIGAN STATE UNIVERSITY | COLLEGE OF MUSIC

## Student Recital Contract

This contract is due in the Main Office within one week from the approved hold date.  
Only one hold may be scheduled at a time.

STUDENT NAME:

PID:

MSU EMAIL:

INSTRUMENT:

STUDENT PHONE:

FACTULY NAME:

RECITAL HOLD ON SCHEDULING CALENDER?  YES  NO

CONFIRMED DATE:

CHECK ONE BOX FOR YOUR RECITAL TIME: (please note that all reservations will 30 minutes prior)

- MON 6PM     MON 8PM     TUES 6PM     TUES 8PM     WED 6PM     WED 8PM     THU 6PM  
 THU 8PM     FRI 6PM     FRI 8PM     SAT 12PM     SAT 2PM     SAT 4PM     SAT 6PM  
 SAT 8PM     SUN 12PM     SUN 2PM     SUN 4PM     SUN 6PM     SUN 8PM

CONFIRMED

PERFORMANCE VENUE:  Cook  Hollander  Murray  Fairchild  Alumni Chapel

OTHER VENUE LOCATION:

CHECK ONE BOX:  REQUIRED  NONREQUIRED

CHECK ONE BOX:  Doctoral  Masters  Undergrad  Performance Diploma

KEYBOARDS NEEDED:  1 Piano  2 Pianos  Harpsichord  Organ - Alumni Chapel

**\*\*Recitals may not be rescheduled during the same semester\*\***

### Dress Rehearsal Information

Dress rehearsals may **NOT** be scheduled during student recital times unless the request is made within 14 days of the recital date.

- Required performances for Masters, Doctoral, and Performance Diploma
  - Two (2) hours may be reserved upon **submitting this contract**.
  - Two (2) additional hours may be reserved upon submitting the **Graduate Pre-Recital Hearing Form**
- Required performances for Undergraduates
  - Two (2) hours may be reserved once you are within **14 days of your recital date**.
  - One (1) additional hour may be reserved once you are within **7 days of your recital date**.
- Non-required performances for Undergraduates
  - One (1) hour may be reserved once you are within **14 days of your recital date**.
- You may schedule one (1) additional hour, but it must be **within 24 hours of your recital date** (subject to availability)

Student Name:

Date:

Faculty Name:

Date:

By signing, or submitting this electronically, you agree to comply with all the policy requirements

OFFICE USE ONLY \_\_\_\_\_

WCO  
Date/Initials

Scheduler  
Date/Initials

Contract Sheet  
Date/Initials

Program Template  
Date/Initials

Event Calendar  
Date/Initials

Scanned  
Date/Initials

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