

## RECITAL / FACILITIES RESERVATION FORM

- 1) Contact Tina Price in the Music Office (882-9472) to check on facility availability.
- 2) Complete this form (including the signature of the sponsoring faculty member) and submit to Music Office either in person or by email to [pricet@missouri.edu](mailto:pricet@missouri.edu).
- 3) A copy of this form will be returned to the sponsoring faculty member indicating approval, denial or request for more information.
- 4) Submit recording fees and/or program information **at least 5 working days before event**.

Facility requested	Event type	Event*	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Whitmore Recital Hall	Student Recital (non-degree)			
134 Fine Arts †	Degree Recital: Jr   Sr   Grad <span style="font-size: small;">(Δ-indicate degree below)</span>	<b>*ACTUAL time for the event to be advertised</b>		
145 Fine Arts †	Faculty Recital	<b>Rehearsal**</b>		<input type="checkbox"/> AM <input type="checkbox"/> PM
146 Fine Arts	Guest Artist Recital / Masterclass / Lecture			
148 Fine Arts	Rehearsal / Other _____	<b>Degree Hearing</b>		<input type="checkbox"/> AM <input type="checkbox"/> PM
18 Fine Arts Annex	Meeting / Review session			

Name - person, ensemble, organization or event	Voice part / instrument(s)	Accompanist(s)
Description of event	Time needed in facilities (for set-up and tear-down)	Special security arrangements & other considerations
Form submitted by	Phone	Email

<input type="checkbox"/> Approved	Comments
<input type="checkbox"/> Denied	
<input type="checkbox"/> Calendar	<input type="checkbox"/> Schedule of events <input type="checkbox"/> Website

**MU Music faculty sponsor or studio instructor signature**

*This faculty agrees to be responsible for unlocking and locking the reserved facility, starting and ending on time, returning the space to its original configuration after the event (chairs & stands backstage, piano covered, classroom chairs in order, etc.). This faculty member also assumes responsibility for programs, recital slips and donations (if applicable).*

<p><b>Normal equipment setup:</b> The Steinway piano and a bench will be on stage. Five Wenger chairs, five metal stands and a portable chalkboard will be available backstage. Classroom chairs will be in normal alignment and should be returned to this configuration at the end of the event.</p> <p><b>Room Capacities:</b></p> <ul style="list-style-type: none"> <li>• Whitmore Recital Hall (Seating capacity = 240)</li> <li>• 134 Fine Arts † (Seating capacity = 35)</li> <li>• 145 Fine Arts † (Seating capacity = 100)</li> <li>• 146 Fine Arts (Seating capacity = 20)</li> <li>• 148 Fine Arts (Seating capacity = 22-25)</li> <li>• 18 Fine Arts Annex (Seating capacity = 40)</li> </ul> <p><i>†134 and 145 are not available for evening use if there is a recital/event scheduled in WRH at the same time.</i></p>	<p style="background-color: #90EE90; display: inline-block; padding: 2px;"><b>Recital times: READ CAREFULLY</b></p> <ul style="list-style-type: none"> <li>• Daytime (M-F) events will start at the beginning of class hours as much as possible.</li> <li>• Evening solo and chamber recitals by <b>students</b> will begin at 7:00 PM and 8:30 PM in order to make two recitals per evening possible. If only one recital is scheduled in an evening, it will be at 7:00 PM</li> <li>• Evening events by faculty, guests and major ensembles will begin at 8:00 PM</li> <li>• Saturday and Sunday afternoon solo and chamber recitals by <b>students</b> will begin at 12:30 PM, 2:00 PM and 3:30 PM. Saturday and Sunday afternoon events by faculty, guests and major ensembles will normally begin at 1:00 PM and 3:00 PM</li> <li>• 5PM-6PM is reserved daily in Whitmore for piano tuning. No events will be scheduled <i>in Whitmore</i> during this hour without prior approval from the piano technician.</li> </ul> <p>Events will be entered in the Recital Hall Schedule Book with a 30-minute set-up time preceding the starting time of the event. When multiple events are scheduled in the same evening or afternoon, the 90-minute schedule per event assumes a maximum of a 60-minute recital with a 30-minute set up time for the <b>next</b> event.</p>
<p style="background-color: #90EE90; display: inline-block; padding: 2px;"><b>Recording:</b></p> <p>All student recitals (both degree and non-degree) will be recorded – with the exception of recitals held off-campus. To obtain a recording of the performance, the recording fee must be paid five (5) working days in advance of the event.</p> <p>The following charges apply:</p> <ul style="list-style-type: none"> <li>• One compact disc recording in slim-line case: \$20.00</li> <li>• Each additional compact disc recording in slim-line case: \$5.00</li> <li>• A late fee of \$10 will be applied to any payments made after the recital.</li> </ul>	<p style="background-color: #90EE90; display: inline-block; padding: 2px;"><b>Event Programs:</b></p> <p>A list of works and composers (with birth/death dates) required for the preparation of printed programs must be submitted <b>via email</b> -- either as a <u>word attachment (with no columns or table formatting)</u> or as <u>text in the body of the email</u> -- to Tina Price (<a href="mailto:PriceT@missouri.edu">PriceT@missouri.edu</a>) no later than five (5) working days in advance of the event. If program notes are to be included, <u>these must be submitted with the main program information.</u></p> <p>Δ Degree recitals – please circle the degree sought (BA, MM, etc) and give area of emphasis.</p> <p style="text-align: center;"> <input type="checkbox"/> BA   <input type="checkbox"/> BM   <input type="checkbox"/> BS Ed     Area/emphasis _____  <input type="checkbox"/> MM   <input type="checkbox"/> MA   <input type="checkbox"/> M Ed   <input type="checkbox"/> MA Ed   <input type="checkbox"/> PhD         </p>
<p><b>**REHEARSAL POLICY (Updated August 2005):</b> Whitmore Recital Hall will be reserved for recital performances between 6:30 and 10:00 p.m. on Monday through Friday evenings. If no performance has been scheduled in the hall seven days prior to the date in question, then rehearsals may be scheduled during the standard recital time(s). Rehearsal time in Whitmore Recital Hall may be reserved according to the following rules: a total of six hours rehearsal time for faculty and for graduate students giving required performances; three hours for undergraduate required programs.</p>	