

RECITAL / FACILITIES RESERVATION FORM

- 1) Contact Tina Price in the Music Office (882-9472) to check on facility availability or view room calendars through Outlook/Entourage (School of Music only).
- 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.
- 3) Submit program information **no less than 5 working days before event**.

Facility requested	Event type	Event*	Date	Time* <input type="checkbox"/> AM <input type="checkbox"/> PM
Whitmore Recital Hall (Seating capacity = 240)	Student Recital: <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> Grad <input type="checkbox"/> Non-Degree <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			
134 Fine Arts † (Seating capacity = 35)		*ACTUAL time for the event to be advertised		
145 Fine Arts † (Seating capacity = 100)	Faculty Recital	Rehearsal <i>(see policy below)</i>		<input type="checkbox"/> AM <input type="checkbox"/> PM
146 Fine Arts (Seating capacity = 20)	Guest Artist Recital / Masterclass / Lecture (indicate one)			
148 Fine Arts (Seating capacity = 22-25)	Rehearsal / Other _____	Hearing <i>(BM and MM degree recitals only)</i>		<i>(Tuesdays, during 1PM hour)</i>
18 Fine Arts Annex (Seating capacity = 40)	Meeting / Review session (indicate one)			

†134 and 145 are not available for evening use if there is a recital/event scheduled in WRH at the same time.

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>STUDENT RECITAL FEE All student recitals held in Whitmore Recital Hall (both degree and non-degree recitals; solo/duo performances and chamber ensembles) are recorded. A non-refundable recital fee of \$50 will be required for all individual student recitals and includes one compact disc. The recital fee must be paid in the office, 140 Fine Arts Building, when the date for the recital is reserved. The recital date will not be confirmed until the fee is paid. In the case of shared recitals, each primary performer must pay \$30 and will receive their own CD. Additional CDs may be purchased for \$5 each.</p> <p>Amount Paid _____ Cash/Check # _____</p> <p>Receipt # _____</p>	<p>*Recital times: READ CAREFULLY</p> <ul style="list-style-type: none"> Evening solo and chamber recitals by students 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 Evening events by faculty, guests and major ensembles will begin at 7:30 PM Saturday and Sunday afternoon solo and chamber recitals by students 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 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. <p>Events will be entered in the Whitmore Calendar 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 next event.</p>
<p>Normal equipment/room setup: The Steinway piano and a bench will be on stage. Chairs, stands and a portable chalkboard are available backstage. If used, these items should be returned to the backstage area, stacked neatly.</p> <p>Classroom chairs should be returned to their normal configuration at the end of the event. Stands should be returned to the stand rack or neatly stacked at the back of the room out of the way of regular classroom activities.</p>	<p>Event Programs: A list of works and composers (with birth/death dates) required for the preparation of printed programs must be submitted via email -- either as a word attachment (with <u>no</u> columns or table formatting) or as text in the body of the email -- to Tina Price (PriceT@missouri.edu) no less than five (5) working days in advance of the event.</p> <p>Students will prepare and photocopy their own supplemental materials: program notes, texts and translations, bios, etc. They will bring copies to their recitals, to be distributed along with the programs that we print.</p>
<p>**REHEARSAL POLICY (Updated August 2005): 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>	