

## RECITAL / FACILITIES RESERVATION FORM

- 1) Contact Susan Worstell in the Music Office (884-1604) 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 Susan at [WorstellS@missouri.edu](mailto:WorstellS@missouri.edu).

Facility requested	Event type	Event*	Date	Time* <input type="checkbox"/> AM <input type="checkbox"/> PM
Whitmore Recital Hall (Seating capacity = 239)	<b>Student Recital:</b> <input type="checkbox"/> Junior Degree (BM Performance degrees) <input type="checkbox"/> Senior Degree (BM Performance & BA degrees) <input type="checkbox"/> Graduate Degree (MM Performance degrees) <input type="checkbox"/> Non-Degree			
134 Fine Arts † (Seating capacity = 35)				
145 Fine Arts † (Seating capacity = 100)	<input type="checkbox"/> Faculty Recital	<i>Hearing: (BM and MM degree recitals only)—form can't be accepted without a hearing date noted</i>		<b>Tuesdays, during 1PM hour</b>
146 Fine Arts (Seating capacity = 20)	<input type="checkbox"/> Guest Artist Recital / Masterclass / Lecture (indicate one)			
148 Fine Arts (Seating capacity = 22-25)	Other _____			

†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	<b>MU Music faculty sponsor or studio instructor signature</b>  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).
<input type="checkbox"/> Denied		
<input type="checkbox"/> Calendar	<input type="checkbox"/> Schedule of events <input type="checkbox"/> Website	

<p><b>STUDENT RECITAL FEE</b> 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 an electronic recording file. The recital fee must be paid in the office, 135 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.</p> <p>Amount Paid _____ Cash/Check # _____</p> <p>Receipt # _____</p>	<p style="text-align: center;"><b>*Recital times: READ CAREFULLY.</b></p> <p>Recitals are only scheduled at these times unless special permission is granted.</p> <ul style="list-style-type: none"> <li>• <b>Student Solo and Chamber Recitals</b> Evening recitals: 7:00 pm and 8:30 pm Weekend recitals: 12:30 pm, 2:00 pm, 3:30 pm, 7:00 pm, &amp; 8:30 pm</li> <li>• <b>Guest Arts and Major Ensemble Recitals</b> Evening recitals: 7:30 PM Weekend recitals: 1:00 pm, 3:00 pm, 7:30 pm</li> <li>• <b>Faculty Recitals</b> Sunday at 3:00 pm or Monday, Friday, Saturday, or Sunday at 7:30 pm</li> </ul> <p>*5PM-6PM is reserved daily in Whitmore for piano tuning. No events will be scheduled in Whitmore during this hour without prior approval from the piano technician</p> <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 <b>next</b> event.</p>
<p><b>Normal equipment/room setup:</b> 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><b>Event Programs:</b> Please see the Recital Procedures Check List and Program Style Sheet for program submission information.</p> <p><b>PLEASE NOTE:</b> Once your recital date is confirmed, there will be a \$25 fee each occurrence to change the date. Appeals for extenuating circumstances (illness, death in the family, etc.) can be made in writing to Dr. Julia Gaines, <a href="mailto:GainesJu@missouri.edu">GainesJu@missouri.edu</a></p>
<p><b>REHEARSAL POLICY:</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>	