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## Recital Date Request Form

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Name: \_\_\_\_\_

Email: \_\_\_\_\_

Instrument/Voice: \_\_\_\_\_

Applied Instructor: \_\_\_\_\_

Repertoire to be performed (please indicate pieces with piano):

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Requested Date/Time: \_\_\_\_\_

Applied Instructor Approval (please initial): \_\_\_\_\_

Procedure:

(1) Request form from applied instructor or from the department website:

<https://www.atu.edu/music/resources.php>

(2) Fill out everything EXCEPT the date/time and Instructor Approval.

(3) Take to Ms. Bonnie in WPN 118 to get a date set.

(4) Take form to Instructor for their approval.

(5) Return to Ms. Bonnie. She will scan/email the form to: you, your applied instructor, the piano faculty.

The piano faculty will respond **via email** within a week to approve and the pianist who will play with you. They will also inform you of the deadline for getting all music to your pianist.

Once you have been assigned a pianist, Ms. Bonnie can put you in the calendar.

**Important: Your date is not finalized until this process is complete. If you fail to get music to your pianist by the deadline given, you will be taken off the calendar.**