

Hayes School of Music

APPALACHIAN STATE UNIVERSITY®

Office Use Only
Date Received _____
Ref Code _____

Student Recital Request Form

Revised July 2025

Please read the [HSOM Student Recital Instructions](#) as listed on the Hayes School of Music website before completing this form.

This completed form must be received by Mr. Shatley within **two weeks** of your initial request.

If you fail to return this form and complete the miscellaneous service charge, your requested recital time may be released.

Performer Information

Name: _____

Performer Email: _____

Instrument: _____

Degree Program(s): _____

Instructor: _____

Instructor Email: _____

Recital Information

Requested Date: _____ Time: _____

Venue ☐ Schaffel Recital Hall ☐ Rosen Concert Hall

Other: _____

Requires written approval from the Dean. Include w/form upon submitting

Required recital? ☐ Yes ☐ No

Recital length: ☐ Full ☐ Half

Shared Recital? ☐ Yes* ☐ No

*If yes, write name of other performer above.

Piano Needs

☐ (Schaffel) 7 foot piano requested

☐ (Rosen)#1- 9 foot piano requested

☐ (Rosen)#2- 9 foot piano requested

☐ Tuning prior to performance

Other (please explain): _____

Collaborative

Pianist(s) _____

*If not known at this time, please provide this information as soon as a pianist is confirmed.

☐ Pianist playing full recital

☐ Pianist playing certain selections only

Recital Type:

☐ Graduate ☐ Senior ☐ Junior

☐ Performance Certificate ☐ Non-degree or Other

Expected Instrumentation of Program, if different than previously listed:

Will the loading dock or Walker Hall entrance doors need to be unlocked for performers/guests?

☐ Yes ☐ No

Expected Stage Needs: (Check all that apply)

☐ Stage Changes

(please attach a stage plot plan when submitting this form if possible)

☐ Music Stands # Needed _____

☐ Podium (lectern)

☐ Chairs # Needed _____

☐ Dressing Rooms ☐ Large ☐ Small

☐ Staging Room * (room 119, if needed)

*Please provide additional details here for staging room or other needs (such as sound panels in Rosen):

AUDIO/VISUAL	Audio/ Visual Needs: <i>(Check all that apply)</i>	
	<input type="checkbox"/> Sound System	*1 speaking microphone is provided to be audible for livestreams and video recordings in Rosen.
	<input type="checkbox"/> Additional mics?	# Needed _____ If 4+ requested, you will be contacted for details.
	Anticipated Use of additional mics:	
	<input type="checkbox"/> Monitor Wedges	#Needed _____
	<input type="checkbox"/> Fixed Media/Audio Playback	
	Playback control options: <input type="checkbox"/> Off Stage On Stage: <input type="checkbox"/> Performer's Laptop <input type="checkbox"/> Concert Staff Laptop	
	<input type="checkbox"/> DI for Guitar/Bass/Keys	#Needed _____
	Additional Camera: <input type="checkbox"/> Conductor cam <input type="checkbox"/> Close-up	
	<input type="checkbox"/> Projector Screen	
<input type="checkbox"/> Recital Recording		
<input type="checkbox"/> Livestream of Recital		
Please provide other information that may assist with planning:		

Please provide any additional information that would benefit planning for this event:

Program Information Needed:

Please attach a .doc/.docx file containing your program information (grant viewer access), or alternatively, enter the details directly into the field provided below. For Shared Recitals, make sure to include the agreed upon recital order that includes both your pieces and your recital partner's. To facilitate ease of use for our office staff, please refrain from formatting the text.

Your program information should include:

- Title of composition, you may include the date of the composition if known – eg., Melissande (1959)
- Composer and composer dates (birth-death)
- Arranger, editor or transcriber (if applicable)
- Movement numbers and titles (if applicable).
- Include any additional performers and their instrument for each piece.
- Duration of piece

Please add an extra space between selections.

EXAMPLE

Consolation No. 2
Franz Liszt (1811-1886)
Samuel Studenson, piano
(3 minutes)

Sonata for B-flat clarinet and Piano (2016)
Amanda Harberg (b. 1973)
Arranged by Jeffress
1.Gentle/Playful 2. Interlude 3. Agitato
Paige Turner, piano
Paul Reid, clarinet
(13 min.)

Include program selections here: (or attach as a word doc/google doc to your email).

Shared recitals: this form must include the mutually agreed-upon program order, reflecting both your repertoire and that of your recital partner.

Possible documents to insert or attach to your email to Mr. Shatley:

(Reference the Student Recital Instructions document for assistance with inserting pages in Adobe.)

Approval for Venue outside of the HSoM Performance Halls.

Stage Plot and/or Tech Rider

Recital Program*

** Please add program information as explained above - it doesn't need to be 100% finalized. A drafted program will be created and sent 2 weeks prior to the performance for you to proofread with your Applied Faculty Instructor, and edits can be requested then.*

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

*Applied Faculty: By signing this form, you confirm that the information provided is accurate and that the recital's duration will fit within our allocated time frames as outlined in the Student Handbook.