

Hayes School of Music

APPALACHIAN STATE UNIVERSITY®

Office Use Only
Date Received _____
Ref Code _____

Student Recital Request Form

Revised June 2024

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)*

- | | | | |
|---------|---|---|---|
| STAGING | <input type="checkbox"/> Stage Changes | | (please attach a stage plot plan when submitting this form if possible) |
| | <input type="checkbox"/> Music Stands | # Needed _____ | <input type="checkbox"/> Podium (lectern) |
| | <input type="checkbox"/> Chairs | # Needed _____ | |
| | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Large <input type="checkbox"/> Small | |
| | <input type="checkbox"/> 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: (Check all that apply)
	<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:	

Professional Organizations you are currently a member of:

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).

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 does not need to be 100% finalized before sending.*

A drafted program will be created and sent to you 2 weeks prior to the performance for you to proofread with your Applied Faculty Instructor. Edits to the program can be requested at that time.

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.