

Prior to scheduling, meet with your studio instructor to complete this form and obtain their signature.

Once complete, email this form to mus-recitals@osu.edu. Once your recital is confirmed, your *Recital Packet*, with additional instructions and deadlines, will be emailed to you.

Student's name _____ Email address _____

Phone _____ – _____ Instrument _____

Note: Recitals **may not be held** on university holidays, home football game days, over Thanksgiving break, on Easter Sunday, or during autumn/winter/spring break. No recitals may be held on Reading Day or during finals.

Access the Meeting Room Booking System (MRBS) via the **Internal Resources** link, found in the footer of the School of Music website home page. In the MRBS, use the "Auditoria" and "TMV Clssrm/Perf Spaces" links on the far left. Based on openings in the schedule, determine your 1st, 2nd and 3rd date/time preferences and enter them below. After submission, your preferences will be considered, and you will receive email confirmation within 3–5 business days.

*** NOTE: Not all spaces provide resources for the required recital recording or the livestream option. ***
CAUTION: Be sure that the room code you select here corresponds with the MRBS listing:

WG200 — Weigel Auditorium **N120 — Timashev Recital Hall**

Alternate Timashev spaces: **N160 *** **N 300 ***

1st Choice **2nd Choice** **3rd Choice**
 Date _____ Time _____ Date _____ Time _____ Date _____ Time _____

OFF-CAMPUS VENUE — Complete the *Off-Campus Recital Request* form, in addition to this form.

Note: The School of Music does not provide stage crew or audio/video recording services for off-campus recitals.

DEGREE SOUGHT (check all that apply): BM BME BA MM DMA PhD

Does this recital meet a requirement for your Honors Contract? Contact UNG Studies Chair, David Hedgecoth.1@osu.edu.

TYPE OF RECITAL – Be sure to register for the correct recital section and include the 5-digit class number below:

| | | |
|---|-----------------------|---|
| Check one: | Register for: | Check, if applicable: |
| <input type="checkbox"/> Junior recital | MUS 4505 – _____ | <input type="checkbox"/> Jazz combo set |
| <input type="checkbox"/> Senior recital | MUS 4605 – _____ | <input type="checkbox"/> Jazz combo set |
| <input type="checkbox"/> Graduate recital | MUS 7805/8905 – _____ | <input type="checkbox"/> Jazz combo set |

Specify type of Graduate recital: Solo Chamber/conducting Lecture

Optional recitals (not required for degree) are **ONLY permitted in autumn** semester and carry a \$50 fee. Deliver your check, payable to *The Ohio State University*, to Eva Banks in Weigel 110 **three weeks** before your recital.

Note: Later in this process you will be asked to **GRANT** or **NOT GRANT** permission to livestream your recital. This permission will be managed on the **Crew Sheet** you will complete for your stage/tech setup. Livestream is available **ONLY** in Weigel Auditorium. Video recording is available in Timashev Recital Hall, but not in the alternate spaces. **The video will be accessible only with a YouTube link that will be provided prior to the performance.**

| | |
|--------------------------------|------------|
| Student signature _____ | Date _____ |
| Studio faculty signature _____ | Date _____ |