

## Recital Board Form 2006-2007

### INSTRUCTIONS

One copy of this form must be given, together with one copy of the first proof of your printed program (please refer to the Student Recital Program Guidelines available from the Music Office), to the professors in attendance at your boards. Please fill in the blanks with the requested information (degree, your name, date of recital and date of board I.) Once your boards are over, please proceed as follows:

1. If you passed the boards, take the completed form, with the professors' signatures, to the Student Coordinator at the Music Office. The Music Office personnel will verify that the boards have been approved, will request payment for the printing of your recital program, and will give you a receipt for this payment. The recital board form will be placed in your permanent file. You must give the receipt to the Public Relations office, together with the corrected proof of your program, to proceed with the final typesetting and printing of your program.
2. If you do not pass the boards, you **MUST** obtain the school director's signature **BEFORE** you will be allowed to reschedule your boards again.
3. For non-required elective recitals, all you need is your instructor's signature in the Non-Required Elective Recital Waiver at the bottom of the Recital Board Form, unless your instructor decides that you need to do a Recital Board. Bring the signed form back to the Music Office to be placed in your permanent records. In the case of groups (chamber music ensembles), the principal coach or the Chair of the Chamber Music Program must sign the Waiver.

Over Please...

RECITAL BOARD FORM

This recital is presented in partial fulfillment of the requirements for the \_\_\_\_\_ degree.

Student's name \_\_\_\_\_ Recital date \_\_\_\_\_

Date of recital board I \_\_\_\_\_ Approved

Denied

Date of recital board II\* \_\_\_\_\_ Approved

Denied

Date of recital board III\*\* \_\_\_\_\_ Approved

Denied

Professors' Names and Signatures

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

\*Director's signature authorizing recital board II \_\_\_\_\_

\*\*Director's signature authorizing recital board III \_\_\_\_\_

This recital is hereby nominated as a (Sophomore, Junior, Senior, Graduate, or Special) \_\_\_\_\_ Recital of Distinction (at least two board members must be present at student's recital to reconfirm, or deny, the Recital of Distinction status. If reconfirmed, the board members must communicate their decision, in writing, to the Conservatory Director. This written document will be placed in student[s]'s permanent file[s] as evidence of the distinction).

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NON-REQUIRED ELECTIVE RECITAL WAIVER

I, (instructor's name) \_\_\_\_\_ authorize (student[s]'s name[s]) \_\_\_\_\_ to perform a non-required elective recital on (date) \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Over Please ...