

Lamont School of Music – University of Denver
Student Recital
Reservation Form
2007-2008

Please Print, Please read all fine print

**** Please note that the PROGRAM INFORMATION FORM (blue) is due to the PR office
4 weeks prior to the scheduled concert date.**

To *guarantee* your desired recital date, turn in this form by ___/___/___
(Hold will expire after 48 hours.)

*Date is not secure until form is turned in and approved by the Student
Coordinator

Reservation form will not be accepted after ___/___/___
(6 weeks prior to recital date)

Form was received ___/___/___

Name of Student or Group _____ E-mail _____

Instrument(s) _____

Home Phone _____ Cell Phone _____

Concert Date: _____ Concert Time: _____

Rehearsal (1) Date _____ Time: _____ Place _____

Rehearsal (2) Date _____ Time: _____ Place _____

*Students are allowed up to 2 rehearsals in the performance venue prior to their recital.
These times must be scheduled in the office and listed on the Recital Program Form.
Other than the booked rehearsal times, the student may rehearse in the venue **ONLY
WITH A SUPERVISING PROFESSOR PRESENT.**

Location: Hamilton Hall Recital Salon

Non-Required Recital Required Recital Other _____

Junior Recital Senior Recital Graduate Recital

*Non-Required Recitals will **ONLY** be held in the RECITAL SALON during SPRING quarter.

*Performances may not exceed 90 minutes.

*No event recording will take place other than Fall, Winter and Spring quarters.

*The Audio Services form ***must be completed before your recital can
be scheduled.*** Payment should be made at the time of presenting your booking
form, or at the latest with your program proof form (in this case, bring the receipt to the
PR office.)

Please take a look at the **video-audio form** included in the student recital booking
package available from the forms display at the Music Office.



Reception: Reception - Where? _____ No Reception

*Alcohol use at receptions for student recitals is prohibited by law, unless it is served by a qualified Newman Center catering service (Phipps catering, or Dining Service's Sodexo)

*All receptions for student recitals will be held in Spencer Artist Reception Room and are limited to 100 people. In the event that Spencer is not available, the student can ask to book the Director's Lounge, however its capacity is 75 people.

I hereby understand by signing this form, I am agreeing to be present at this date and time. I understand there will be **NO CANCELLATIONS** with the exception of the student failing their boards, or emergencies beyond his/her or our control. If cancellation occurs, the students must re-book for the following quarter. The student may not re-book for the same quarter.

If re-booking: Change Date From ___/___/___

Signature of all participants (email "signatures" are acceptable, but must be received by student coordinator "awilson2@du.edu" before this form is turned in):

1)	_____	_____
	(Print)	(Signature)
2)	_____	_____
	(Print)	(Signature)
3)	_____	_____
	(Print)	(Signature)
4)	_____	_____
	(Print)	(Signature)

Signature of Accompanist(s) _____

	(Print)	(Signature)
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*Signature of Studio Professor _____

	(Print)	(Signature)
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When the form has been completed and signed by all participants, please turn it in to the Student Coordinator in the main Music office for approval. **Approved** _____ **Student Coordinator Initials** _____

Form given to PR director from student coordinator on ___/___/___

*Note to the Faculty: You must attend your students' recitals.

*If you need more space for the participant signatures, please attach separate sheet.

