

Request to Reserve a Recital Date

To request a recital date:

1. E-mail Elizabeth Crone (*ecrone@vt.edu*) to find a suitable, mutually agreeable date and time for your recital. You will need to confirm the date and time with your applied professor and pianist before the slot can be reserved.
 2. Print and complete this form, obtain all required signatures, and return to the mailbox of Elizabeth Crone. Initial reservations are tentative, with final confirmation upon receipt of this completed and signed form.
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Today's Date

Student Name (as it should appear on the program and web calendar)

Instrument or Voice Part

Recital Date

Recital Time

Junior Recital

Senior Recital

Applied Teacher

Signature

Pianist

Signature

Reminders:

1. Schedule a recital hearing **six weeks in advance** of your recital.
2. Research and write program notes, press release, flyers, and any additional promotional material **four weeks in advance** of your recital and submit to your applied teacher.
3. Perform a recital hearing **three weeks in advance** of your recital.
4. Confirm assigned dress rehearsal time(s) and location(s) with the music office **three weeks in advance** of your recital. You may reserve two rehearsals and a dress rehearsal in the Recital Salon. Refer to the department handbook for more information.