Student Name:__________________________  V Number __________________________
Major: ________________________________  Phone: ____________________________
Instrument: ____________________________  E-mail: ____________________________

Guidelines for Special Recital

• Student must be a VCU Music major in good standing
• Recitals may only take place Monday-Friday in the Recital Hall
• Student’s instructor and/or area coordinator must be present for the recital
• Student is responsible for all poster and program materials and must attain approval from instructor and/or area coordinator prior to recital
• Poster must display “No Convo Credit”
• Recital may not exceed 60 minutes
• Special Recitals may only take place within the first 8 weeks of the semester

I. Teacher/Area Coordinator Approval

_________________________________________                      _____________________
Teacher Signature                                                                          Date
_________________________________________                      _____________________
Area Coordinator Signature                                                              Date

II. Facilities Manager Approval and Scheduling

This student has been approved to present his/her special recital on
(m)______________  (d)______________  at (t) __________

_________________________________________                      _____________________
Concert Hall/Facilities Manager Signature                                                Date

Deliver completed recital form to the music office at least 3 weeks prior to recital.