



Department of Music Special Recital Permission Form

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

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.**