Yale SCHOOL OF MUSIC
Office of Concerts and Public Relations

Within 14 days of reserving your recital date, please complete this form, obtain the signatures of your major teacher and accompanist (if applicable) and submit to the Operations Office. Allowances will be made for students whose teachers and/or jurors are not available for signatures, but you must let the Operations Office know if you require this extension. An email from your teacher or accompanist to tara.deming@yale.edu is an acceptable substitute for a signature.

NOTE: Cancellation or postponement of this recital after submission of this contract will result in a fine of $500. Rescheduling will not be permitted until a completed Cancellation Form and payment are submitted to the Concert Office.

PLEASE PRINT. Once completed, please return this form to the Operations Office.

Recital Date
Month Day Year

Recital Time

Instrument / Vocal Category

Accompanist

Major Teacher

E-mail Address

Major Teacher

STATUS

☐ Degree Recital
☐ Required but not degree
☐ Informal

If you are not sure if this is your degree recital, consult Kellie Wood or Tara Deming.

First Year
Second Year
Third Year
Fourth Year

I have read the Student Recital Guidelines and agree to their terms.

Recitalist Signature
Date

SIGNATURES

Major Teacher
Date

Accompanist
Date

Manager, Operations Office
Date

COMMENTS/EXPLANATION:

☐ Approved
☐ Not Approved

CONCERT HALL

☐ Sprague
☐ Woolsey
☐ Sudler
☐ Other:

Venue / Phone

Venue Signature

EQUIPMENT REQUEST

☐ Harpsichord
☐ Sound System
☐ No. of chairs/stands:
☐ Other:

PIANO CHOICE

Piano recitals only

☐ New York
☐ Hamburg
☐ Both

RECORD & LIVE STREAM

☐ Record degree recital—FREE
☐ Record non-degree recital—$250
☐ Not Recorded

OFFICE USE

Entered into Tessitura

Copy for Accompanist Coordinator