

## Recital Scheduling Instructions

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1. Students may schedule recitals as follows by submitting the electronic submission form (no earlier than the times listed below):

### Fall Recitals

- **September 12, 2016 - 7:00 AM** - All full-length solo recitals (both degree-required full recitals and degree-required half recitals in which two students have arranged to perform together on one recital) may be placed on the calendar beginning the first two days of week four in the fall.
- **September 14, 2016 - 7:00 AM** - All other degree-required recitals may be placed on the calendar beginning the last three days of week four in the fall.
- **September 19, 2016 - 7:00 AM** - Elective recitals may be placed on the calendar beginning week five in the fall semester.
- If a student intends to give a recital during the first five weeks of the fall semester, the request should be made prior to **July 15**.

### Spring Recitals

- **November 28, 2016 - 7:00 AM** - All full-length solo recitals (both degree-required full recitals and degree-required half recitals in which two students have arranged to perform together on one recital) may be placed on the calendar beginning the first two days after Thanksgiving break.
- **November 30, 2016 - 7:00 AM** - Individual degree-required half recitals may be placed on the calendar beginning the third day after Thanksgiving break.
- **December 7, 2016 - 7:00 AM** - Elective recitals may be placed on the calendar beginning on Wednesday of dead week of the fall semester.

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1. All required recitals must be performed in the Recital Hall or the University Auditorium unless approved by the instructor and the School of Music.
  2. Check date availability and, if possible, come up with three date choices.
    - Go to: <https://www.uidaho.edu/class/music/student-resources/student-recitals> to see available recital dates and times. List of dates will be available at least one week prior to sign-up start date.
  3. Go to <https://www.tfaforms.com/390678>. Fill out this LHSOM Recital Scheduling Form and print out a copy **BEFORE** you hit submit. You may not submit prior to the time listed above, but you may save the form and submit later.
    - All fields with an \* are required.
  4. Submit electronic form **no earlier than the time listed above**.
  5. On the printed form, have your studio instructor and accompanist (if applicable) initial beneath the dates that will work for them.
  6. On the printed form, have your studio instructor sign the form.
  7. Return printed form to the main office no later than two weeks after submitting the electronic form or your date may be forfeited.

8. **IMPORTANT NOTE:** Recital dates will be assigned on a first-come, first serve basis. Therefore, it is to your advantage to select several possible dates. Student recitals are not normally scheduled on Mondays and Wednesdays.
9. Students should not expect to perform their recital auditions in the Recital Hall or the University Auditorium. The Recital Hall and University Auditorium are reserved for high priority use such as recitals, classes and dress rehearsals. However, if the venue is available on the day prior to the scheduled recital audition, the student may request to schedule the event via the LHSOM Scheduling Form (<http://app.formassembly.com/forms/view/110126>).
10. Students may reserve the Recital Hall or University Auditorium for one performance and for a dress rehearsal equal to two times the length of the recital.