

Millersville University
Music Department

STUDENT RECITAL INFORMATION

This form is to be used by all students involved with recitals. Use the top half of this form for all closed or public recitals. Use the bottom half of this form for all half or full recitals.

Closed/Public Recital

1. All information for closed student recitals is due to the department secretary four weeks before the scheduled recital.
2. All information for public student recitals is due to the department secretary six weeks before the scheduled recital.
3. Fill out the back of this form.

This form is due _____ .

Student signature _____ Date _____

Private teacher signature _____ Date _____

Half and Full Recital Information

All information for Half and Full recitals is due to the department secretary six weeks before the scheduled event. This includes:

1. Program (must be typed)
2. "Publicity Information (Public Relations/Snapper)" – attached.
3. Three copies of "Lyte Auditorium Set-Up Request" – attached.

These forms are due _____ .

Student signature _____ Date _____

Private teacher signature _____ Date _____

Please list the following as you wish to have it appear in the program.

Composition:

Movement(s):

Composer and dates: (If living, try to give dates of composition.)

Name(s) of performer(s), instrument(s), voice classification(s):

Name of accompanist:

Approximate duration:

Date and time of Recital _____

Location _____

Type _____

Special Needs (chairs, stands, 2 pianos, podium, etc.):

Submit 3 weeks prior to program

PUBLICITY INFORMATION (Public Relations/Snapper)

Event:

Date:

Time:

Place:

Name:

Home Address:

Parents:

Home newspaper Address:

Photo (Optional):

Activities:

Degree:

Level:

Instrument:

Selections on Programs:

Accompanist/Others on Program:

Name:

Home Newspaper:

Home Address:

Activities:

Parents:

LYTE AUDITORIUM
SET-UP REQUEST
(Submit in Triplicate)

Event:

Custodian required: _____

Date:

Place:

Time:

Equipment needed:

Equipment set up by: _____ to be removed: _____

Lighting:

Staging Diagrams:

X – music stand - chair _____ - shell - piano bench - Piano

1.	2.	3.
4.	5.	6.
7.	8.	9.

Person making request and phone number _____

Instructor and phone number _____

