University of Oklahoma – School of Music
Student Recital Request Form

Name: ____________________________________________
Phone: __________________________________________
OU Email: ________________________________________
OU ID: ____________________________
Instrument: ____________________________
Professor: ____________________________
Accompanist: ____________________________

Type of degree recital:
☐ Doctorate
☐ Solo performance
☐ Lecture
☐ Collaborative
☐ Master’s
☐ Senior
☐ Junior
☐ Non-degree (May not occur in the SoM Performance Halls)

Performance Times:
Monday – Thursday: 6:00pm & 8:00pm
Friday: 4:00pm (Pitman Hall is available for preparation after 3:30pm), 6:00pm & 8:00pm
Saturday: 12:00pm, 2:00pm, 4:00pm, 6:00pm & 8:00pm
Sunday: 2:00pm, 4:00pm, 6:00pm & 8:00pm

Notes:
• Students who choose to perform at 4:00pm in Pitman on Fridays will not be able to enter the hall until 3:30pm and the house doors will open at 3:50pm.
• Recitals will not be scheduled on home football game days.
• Students are allowed to enter the hall a maximum of one hour before their recital and the house doors will open 15 minutes before show time.
• Only organ students are permitted to perform a degree-required recital in Gothic Hall.
• There is no screen & projector option in Sharp Hall.

Requested Performance Date:

1st Choice: ____________________________
☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm
☐ Morris R. Pitman Recital Hall
☐ Paul F. Sharp Concert Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other: ____________________________

2nd Choice: ____________________________
☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm
☐ Morris R. Pitman Recital Hall
☐ Paul F. Sharp Concert Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other: ____________________________

3rd Choice: ____________________________
☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm
☐ Morris R. Pitman Recital Hall
☐ Paul F. Sharp Concert Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other: ____________________________

4th Choice: ____________________________
☐ 12:00pm ☐ 2:00pm ☐ 4:00pm ☐ 6:00pm ☐ 8:00pm
☐ Morris R. Pitman Recital Hall
☐ Paul F. Sharp Concert Hall
☐ Grayce B. Kerr Gothic Hall
☐ Choir Room
☐ Other: ____________________________
Stage Plot: (Please draw how the stage should be set for your recital.)

Stage Equipment Request:

Need a piano?
☐ Yes  ☐ No

Performing with a pre-recorded soundtrack?
☐ Yes  ☐ No

Performing with live electronic components?
☐ Yes  ☐ No

Reception: (Box to be checked by Hall Manager) ☐ Yes / ☐ No
- Receptions must be requested 5 business days prior to the event date.
- Receptions will not be scheduled on the same days or weekends as performances in Gothic Hall.
- Receptions may last for a maximum of 30 minutes.
- Students may not hire out catering services for their receptions.
- Alcohol, in any variety, is prohibited at student events.
- Students are expected to clean Gothic Hall at the conclusion of their reception. Please sweep up and take out the trash to the dumpster. A broom and dustpan will be provided in the kitchen area to facilitate the cleaning. Students who leave Gothic Hall messy after their reception will have their bursar account charged $75.

Notes: ____________________________________________________

__________________________________________________________________

__________________________________________________________________

Student ______________________ Date ______________________

Professor ____________________ Date ______________________

Accompanist __________________ Date ______________________

Concert Hall Manager __________ Date ______________________