

University of Oklahoma

School of Music Recital Scheduling Process

Quick Step-By-Step

- 1 Complete **Student Recital Request Form**
- 2 Email completed **Student Recital Request Form** to somhalls@ou.edu
- 3 Receive stage plot and confirmation from somhalls@ou.edu to submit request for venue, date, and time
- 4 Submit request for your recital venue, date, and time through **Reserve a Room online booking**
- 5 Email stage plot to somhalls@ou.edu
- 6 Request and stage plot reviewed by Concert Hall Manager. Receive final approval from Concert Hall Manager confirming venue, date, and time
- 7 Email completed Recital Preview Form to somhalls@ou.edu within 24 hours after preview (Master's/Undergraduate)

**YOUR RECITAL IS NOT OFFICIALLY RESERVED
UNTIL ALL STEPS HAVE BEEN COMPLETED**

Questions? Email Concert Hall Manager at somhalls@ou.edu

Student Degree-Required Recital Scheduling Step-by-Step

Scheduling a recital is a multi-step process. If all steps are not completed, the recital will not be scheduled. Students should visit and review the [Student Resources](#) page of the School of Music website.

Early submissions will not be accepted. Be flexible and identify a variety of different dates [on the calendar](#) to have the best chance of securing a recital time prior to submitting the recital request form.

Recital reservations are processed on a first come, first served basis based on the following information:

- **First Monday in August** – Doctoral students are eligible to schedule a degree-required recital for both fall and spring semesters for the current academic year.
- **Second week of Fall/Spring semesters** – Master's students are eligible to schedule a degree-required recital for that specific semester.
- **Third week of Fall/Spring semesters** – Undergraduate students are eligible to schedule a degree-required recital for that specific semester.
- **Recital requests will close after the sixth week of classes.**

Step 1 – Complete Student Recital Request form

- Locate the *Student Recital Request form* on the Student Resources page.
- Complete the entire form.
- Obtain your applied professor's signature and accompanist's signature.

Step 2 – Email completed Student Recital Request Form to somhalls@ou.edu

- This request form is the first step to indicate you plan to perform a recital in that semester/year. It is not requesting a specific date/time. **This is not a date request.**
- Email the completed form to the Concert Hall Manager at somhalls@ou.edu.
- Incomplete or forms with errors will be returned.

Step 3 – Receive stage plot and confirmation from somhalls@ou.edu to submit request for venue, date, and time

- Requests to schedule will be approved in the order in which they are received.
- You cannot request a venue, date, or time until the Concert Hall Manager confirms your completed request form.

Step 4 – Submit a request for venue, date, and time through Reserve a Room online booking

- Once you have approval from the Concert Hall Manager, complete **one room** request for **one date/time** through [Reserve a Room](#).
- Submitting this request does not guarantee approval for the venue, date, or time. You must wait for approval from the Concert Hall Manager. You will be sent a notification that your request has been received.
- Once a date and time have been selected through the Reserve a Room system, it will be held for that student. The system will only accept one reservation for a date/time.

Step 5 – Submit stage plot to somhalls@ou.edu

- The Concert Hall Manager will send you a blank stage plot. It must be completed before your recital will be confirmed.
- Complete the stage plot and submit it to somhalls@ou.edu.
- All stage plots must be legible. All plots must include performer locations, stand placements, mic placements, etc.

Step 6 – Request and stage plot reviewed by Concert Hall Manager. Receive final approval from Concert Hall Manager confirming venue, date, and time

- You will receive confirmation from the room reservation system and the Concert Hall Manager with your approved venue, date, and time.
- The Concert Hall Manager will email both you and your applied professor with the finalized Student Recital Request Form. Keep a copy of the approved request form for your records.

Step 7 – Email completed Recital Preview Form to somhalls@ou.edu within 24 hours after preview

- Your recital is officially confirmed after Step 6; however, Master's and Undergraduate students must pass the recital preview before being allowed to perform the degree-required recital.
- Email your signed recital preview form to somhalls@ou.edu within 24 hours after passing the preview.