

APPLICATION FOR DEGREE RECITAL CANCELTATION

STUDENT NAME _____ T# _____ DATE _____

EMAIL _____ PHONE _____ INSTRUMENT _____

APPLIED FACULTY NAME _____ CURRENT RECITAL DATE _____

☐ Junior Recital ☐ Senior Recital ☐ PD / AD / MM Recital (*circle one*) ☐ Musical Studies Major

REASON FOR CANCELTATION: _____

Signature of applied faculty is required. *This signature is considered approval of the cancellation, as well as approval for the student to reschedule on one of the proposed dates below.*

Applied Faculty

- The **authorization** to cancel a degree recital date will require the approval of the Associate Dean for Student Academic Affairs. A cancellation will be authorized only for reasons of health or family emergency.

Associate Dean Leah Brockman

The cancellation of a degree recital date for other reasons is considered, an **unauthorized cancellation**. In these cases, the student is to submit this form directly to Conservatory Productions. An unauthorized cancellation will result in the student being reassigned a recital venue that may include rooms other than the Birenbaum, Kulas and Stull Recital Halls and Warner Concert Hall.

TO RESCHEDULE, use the EMS Web App to locate available dates/times:

(<https://oberlin.emscloudservice.com/web/samlauth.aspx>) and list below a maximum of two dates/times in order of preference. **Prior to submitting this form, make sure your accompanist/other performers, faculty, and family are available to attend all date(s) listed.**

Recitals must be scheduled during academic weeks in predesignated slots, beginning at the following times:

- Tuesdays – Fridays: 4:30 or 7:30 pm
- Saturdays & Sundays: 12:30, 2:30, 4:30 or 7:30 pm

Degree recitals may not be scheduled on Mondays, against large ensemble or Artist Recital Series concerts, or against any conservatory-sponsored event of the same instrument.

	Recital Date	Day of Week	Recital Time	Venue
1	_____	_____	_____	_____
2	_____	_____	_____	_____

☐ I am requesting a harpsichord, portatif organ or fortepiano for this recital.

Submit to Conservatory Productions (Bibbins 125). A confirmation of your performance date will be sent via email.

Conservatory Productions | conpro@oberlin.edu | 440.775.8610 | Bibbins 125 | oberlin.edu/conservatory-productions

Office Use Only

DATE _____ DAY _____ TIME _____ VENUE _____ Authorized ☐Y ☐N
INITIALS _____ COMMENTS _____