**Application for Degree Recital Cancelation**

**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 CANCELATION:**

**Signature of applied faculty is required.** *This signature is considered approval of the cancelation, 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 Advising and Retention. A cancelation will be authorized only for reasons of health or family emergency.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Dean Catherine Sherman

The cancelation of a degree recital date for other reasons is considered, an **unauthorized** **cancelation**. In these cases, the student is to submit this form directly to Concert Production. An unauthorized cancelation 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**, go to the Virtual EMS website to locate available dates/times (http://emsweb.cc.oberlin.edu/
VirtualEMS/) 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: 1:30, 3:00, 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 Concert Production Office (Bibbins 125). A confirmation of your performance date will be sent via email.

**Concert Production**  | conpro@oberlin.edu | 440.775.8610 | Bibbins 125 | http://new.oberlin.edu/office/concert-production/

**Office Use Only**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY \_\_\_\_\_\_\_\_ TIME VENUE Authorized [ ] Y [ ] N

INITIALS \_\_\_\_\_\_ COMMENTS