

APPLICATION FOR DEGREE RECITAL CANCELTATION

STUDENT NAME _____ T# _____ DATE _____

EMAIL _____ PHONE _____ INSTRUMENT _____

APPLIED FACULTY NAME _____ CURRENT RECITAL DATE _____

- Junior Recital Senior Recital AD Recital Musical Studies Major MM Recital

REASON FOR CANCELTATION: _____

Email of approval by your applied faculty is required to be sent to conpro@oberlin.edu. The email of approval is considered approval of the cancelation, as well as approval for the student to reschedule on one of the proposed dates below.

The **authorization** to cancel a degree recital date will require the emailed approval of the Associate Dean for Advising and Retention (Catherine Sherman) to conpro@oberlin.edu on your behalf. A cancelation will be authorized only for reasons of health or family emergency.

The cancelation of a degree recital date for other reasons is considered an **unauthorized cancelation**. In these cases, the student is to email 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 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 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 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, fortepiano or prepared piano for this recital.

NEXT STEPS:

- Email this application to Concert Production (conpro@oberlin.edu) before your scheduling appointment.
- **Applied faculty must approve the chosen recital date via email to conpro@oberlin.edu**
- Once ConPro has both the application and faculty approval, a confirmation of your performance date will be sent to you 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 _____