

**Marshall University  
Department of Music**

**MUS 100: Applied Music Laboratory  
Student Recital Appearance  
Request Form**

For Office Use Only
_____
Date Received
_____
Duration

Please read all of the following information prior to completing this form.

1. Supply all requested information including all of the names and email addresses of performers.
2. Request an appearance date in accordance with the posted Student Recital Schedule.
3. All recital requests will be processed in the order in which they are received.
4. Approval and signature of your applied teacher must be secured prior to turning in the form.
5. If you are performing with an accompanist, include the requested information.
6. Please use the space provided at the end of the form to diagram the appropriate stage set-up.
7. Incomplete forms will be returned to your applied teacher and **WILL NOT BE SCHEDULED.**

Recital Date Requested: \_\_\_\_\_

<b>Performer(s)</b>	<b>Instrument/voice part</b>	<b>Email Address</b>
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu
_____	_____	_____@marshall.edu

\_\_\_\_\_  
**Name of Accompanist**

\_\_\_\_\_  
**Email Address of Accompanist**

**Selection #1**

**Selection #2 (if necessary)**

**Title of Composition:** \_\_\_\_\_

\_\_\_\_\_

**Movements:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Full Name of Composer:** \_\_\_\_\_  
(no initials)

\_\_\_\_\_

**Composer's Dates:** \_\_\_\_\_  
(xxxx-xxxx –or- b. xxxx)

\_\_\_\_\_

**Arranger/transcriber:** \_\_\_\_\_  
(if applicable)

\_\_\_\_\_

**Exact Duration:** \_\_\_\_\_  
(x' x")

\_\_\_\_\_

I have reviewed and proofread this request and hereby indicate my approval of this performance.

\_\_\_\_\_  
Signature of Applied Instructor

\_\_\_\_\_  
Date

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**Stage Set-up**

Please include positioning of all needs such as piano (also top height) and music stands.

Audience ↑

Front of Stage

Back of Stage

