

**A reminder concerning the procedure for the scheduling of student recitals for the Spring 2026 semester.** Regular scheduling office hours are Monday-Friday 11 a.m.-1 p.m.

All scheduling for **Required Degree recitals (Senior, Masters, DMA, Certificate)** will be done by appointment only. Appointment sign-up sheets will be posted on the door outside of room 0107 (in the basement) by **Monday, November 3.**

Scheduling for **Required Degree recitals (Senior, Masters, DMA, Certificate)** for Fall 2025 will begin **Monday, November 10** by scheduled appointment only.

Scheduling for **Non-Degree, studio or any other recitals** for Fall 2025 will begin on **Monday, November 24.** These recitals will be scheduled on a first-come basis 11 a.m.-1 p.m. Monday-Friday. No appointments will be set up.

**All Non-Degree recitals must be a joint recital with two or more performers.**

Scheduling must be done in person and only by the performing student. No emails or phone calls will be accepted. If a joint recital is being presented, both students must come together to schedule the event. **Each student presenting a recital must have their studio instructor fill out the [ONLINE Recital Approval Form](#) prior to coming to the office to schedule the event.** If the student or students are performing on more than one instrument, a separate form must be filled out for each instrument. Only one student's name and instrument are permitted per form.

Dates cannot be held, nor can an event be scheduled without proper authorization. You should also know not only your commitments but know all the commitments of everyone performing with you.

Once a Recital is scheduled it cannot be changed **only canceled.**

All recitals, regardless of type, that are **NOT** being performed either in the Moore Musical Arts Center or the Wolfe Center for the Performing Arts need to do the following:

The student must secure the venue, date and time of the recital themselves.

Have their studio instructor fill out the online Recital Approval Form.

In an email, send all the following or come to room 0107 in person:

~~The full name of the venue (i.e. the First United Methodist Church)

~~The city and state of the venue (i.e. Bowling Green, Ohio)

~~The date of the performance

~~The start time of the performance

All recitals, regardless of the type, must be scheduled by the following strict deadlines:

For \_\_\_\_\_ Deadline

January	December 1
February	December 12
March	February 1
April	March 1
May	April 1

If you can't schedule within these deadlines, you have the option of taking your recital off campus (will not be livestreamed or recorded by CMA Recording Services)