



## UCF Music Department Recital Hearing Request

Student Name \_\_\_\_\_ PID \_\_\_\_\_

Enrolled in:  MUS 3953 Recital Perf. I  MUS 6976L Graduate Recital  
(Check one)  MUS 4954 Recital Perf. II  MUC 4950 Composition Recital  
 MUS 4900 BA Capstone

Recital Hearing for:  BM Recital I  BM Recital II  MA Recital  
 BME Recital  BA Recital/Lecture  BM Comp. Recital

Requested hearing date: \_\_\_\_\_, 20\_\_ Time: \_\_\_\_\_

Requested recital date: \_\_\_\_\_, 20\_\_ Time: \_\_\_\_\_

Instrument/Voice: \_\_\_\_\_ (Performance students only)

Student Signature: \_\_\_\_\_ (By signing this form you confirm that you have read and understand all of the policies and procedures for recitals listed in the student handbook. ([www.music.ucf.edu/forms/studenthandbook.pdf](http://www.music.ucf.edu/forms/studenthandbook.pdf)))

**Recital Program Attached**

Attach sheet to this form. It must include composer (for performance students), title and duration of each of your pieces. Performance students should mark any memorized works with an asterisk (\*)  
Composition students should include a full list of performers.

Total Duration: \_\_\_\_\_

\_\_\_\_\_, 20\_\_  
Date submitted

\_\_\_\_\_  
Studio Teacher's Signature

\_\_\_\_\_  
Name of Accompanist (if applicable)

Recital date cleared: \_\_\_\_\_  
(Accompanist, if applicable)

Hearing date cleared: \_\_\_\_\_  
(Chair, Recital Hearing Committee)

Hearing Report (Individual examiners' signatures)

	<b>Recital</b>	<b>Program Notes</b> <small>(MUS 4954 &amp; 4900, MUC 4950 &amp; 6976L only)</small>
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

Recital Approved  Not Approved

Chair's/Undergraduate Coord. Signature \_\_\_\_\_ Date \_\_\_\_\_

## UCF Recital Checklist

- \_\_\_\_\_ 1.  Finalize repertoire with your teacher.
- \_\_\_\_\_ 2.  Read the recital policies and procedures section in the student handbook.  
([www.music.ucf.edu/forms/studenthandbook.pdf](http://www.music.ucf.edu/forms/studenthandbook.pdf))
- \_\_\_\_\_ 3.  With your teacher find dates/times on the calendar that work with both of your schedules. Your teacher will then go to the Music Department event calendar to request the recital date and time. (Complete this no later than the first four weeks of the recital semester)
- \_\_\_\_\_ 4.  Choose additional faculty to serve on your Recital Hearing Committee. The committee is made up of a minimum of three faculty members (your teacher plus two). The Recital Hearing Committee must have at least two full-time professors. Coordinate a Recital Hearing date and time with your teacher and the rest of the committee. (Complete this no later than the first four weeks of the recital semester)
- \_\_\_\_\_ 5.  Secure accompanist and assisting performer(s), as required.
- \_\_\_\_\_ 6.  Prepare program notes. (MUS 4954 & 4900, MUC 4950 & MUS 6976L only)
- \_\_\_\_\_ 7.  Fill out and turn in to your teacher the Recital Hearing Approval Form (available in the Music Office and on the Music Department Web Page). This document must be signed by your teacher and your Program Advisor. (Complete 2 weeks before the Hearing)
- \_\_\_\_\_ 8.  Perform/present the Recital Hearing. All performers must be available and all compositions ready for review. (2-4 weeks before recital date)
- \_\_\_\_\_ 9.  If the Recital Hearing is passed email program and program notes, if applicable, to [recital@mail.ucf.edu](mailto:recital@mail.ucf.edu) immediately after the Recital Hearing. Please make sure to include all information for the program.
- \_\_\_\_\_ 10.  Prepare and post advertising fliers. (1-2 weeks, but after Hearing)
- \_\_\_\_\_ 11.  Proofread and approve draft of program from the Recital Graduate Assistants. (1-2 weeks)