

**A. STUDENT INFORMATION - PLEASE PRINT CLEARLY**

Student Name:	Student Number:
UM Email:	Voice/Instrument:
Date of Pre-Recital:	Time of Pre-Recital:
Date of Recital:	Time of Recital:

**B. PRE-RECITAL LOCATION**

- |   |  |
|---|--|
| <input type="checkbox"/> CCFM - 340 Provencher Blvd               | <input type="checkbox"/> Room T2-175 - Multimedia Room     |
| <input type="checkbox"/> Eva Clare Hall - 65 Dafoe Road           | <input type="checkbox"/> Room T2-266 - Vocal Ensemble Room |
| <input type="checkbox"/> Room T2-145 - Instrumental Ensemble Room | <input type="checkbox"/> Room T2-272 - Jazz Ensemble Room  |
| <input type="checkbox"/> Room T2-166 - Large Classroom            |  |

**C. OTHER PRE-RECITAL LOCATION - IF NOT LISTED ABOVE**

- For Other Recital Location, permission from the Associate Dean is required.
- For all recitals not in Eva Clare Hall, you are required to provide the Music Library with a recording of your recital.

Other Location Address:

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Approval of Associate Dean:

Date:

**D. RECITAL**

**LOCATION**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Recital 1 | <input type="checkbox"/> Same as Pre-Recital Location - See Section B or C | <input type="checkbox"/> Room T2-175 - Multimedia Room     |
| <input type="checkbox"/> Recital 2 | <input type="checkbox"/> Eva Clare Hall - 65 Dafoe Road                    | <input type="checkbox"/> Room T2-266 - Vocal Ensemble Room |
|                                    | <input type="checkbox"/> Room T2-145 - Instrumental Ensemble Room          | <input type="checkbox"/> Room T2-272 - Jazz Ensemble Room  |
|                                    | <input type="checkbox"/> Room T2-166 - Large Classroom                     | <input type="checkbox"/> CCFM - 340 Provencher Blvd        |

**E. EQUIPMENT REQUEST**

- Digital Harpsichord – For Eva Clare Hall, T2-145 and T2-266 only
  - For Piano Majors only:  Yamaha  Kawai – For Eva Clare Hall only
  - Staging Requirements – List Instruments involved, No. of Chairs/Stands required, etc.
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**F. PAYMENT - \$100 Technician Fee**

- \$100.00 fee is required, non-refundable and non-transferrable.
- **Booking is not confirmed until payment is received.**
- Payment for the Technician Fee is to be made in person at the Music main office Room 319-150 Dafoe Road.

Form of payment:  Cash  Visa  MasterCard  Cheque - Payable to the University of Manitoba

## G.SIGNATURES

- I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy below.
- I agree no alcohol is permitted on University of Manitoba property.
- I agree no reception is permitted in Eva Clare Hall and after recitals.

Student's Signature:

Date:

Major Practical Study Instructor Signature:

Date:

### MASTER OF MUSIC CREDIT RECITAL POLICY ALL STUDENTS

- The student, in consultation with the Advisor, must have the Thesis/Practicum (Recital program) proposal approved by the Advisory Committee and on file in the Marcel A. Desautels Faculty of Music office **a minimum of two months prior to the proposed recital date.**

#### PRE-RECITAL HEARING

- There will be a Pre-Recital Hearing **at least one month before the scheduled recital.** The purpose of the Pre-Recital Hearing is to assess whether or not the student has attained the level of preparation necessary to meet the expected standards of the program. Normally all Advisory Committee members are required to be present at this Hearing.

#### ALL STUDENTS

- Following completion of the Hearing, the Committee shall take one of the following actions:
  - a) Grant final approval to proceed with the recital as scheduled, with no stipulations.  
Or
  - b) Grant provisional approval to proceed with the recital as scheduled, with stipulated changes/improvements. In this case the Committee shall determine the nature of and procedures for approval of such changes/improvements that will be required prior to the granting of final approval. Final approval to proceed with the recital may be obtained up to, but no later than, two weeks before the proposed recital date. The Advisor is normally responsible for ensuring that the stipulated changes/improvements are made according to the instructions from the Advisory Committee.  
Or
  - c) Decide that the student is not prepared to perform the recital at the required level, and that it must be rescheduled. In this case another recital date and Pre-Recital Hearing date are to be scheduled, such dates to be decided as a result of consultation between the student and the Advisor.
- In all cases the student will be verbally notified of the outcome of the Pre-Recital Hearing as soon as possible, and in writing as soon as practical thereafter (normally within one week). Such notifications shall include the details of any stipulated changes/improvements.
- Masters, Post-Baccalaureate and fourth year students may book a maximum of four hours for dress rehearsal in the hall prior to a credit recital. Third year students may book a maximum of two hours of dress rehearsal in the hall.