



**UNDERGRADUATE CREDIT RECITAL  
BOOKING FORM (CLASSICAL) FOR 2023/2024  
B.MUS./POST-BACCALAUREATE**

**STUDENT INFORMATION - PLEASE PRINT CLEARLY**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

UM Email: \_\_\_\_\_ Voice/Instrument: \_\_\_\_\_

***Note: Credit Recitals are from Monday to Saturday only. Students MUST confirm date & time of recital with Facilities Coordinator prior to submitting this form.***

Date & Time: \_\_\_\_\_

COURSE	LOCATION
<input type="checkbox"/> MUSC 3350 - B.Mus. Recital 1	Eva Clare Hall (only for MUSC 4560 & 5560)
<input type="checkbox"/> MUSC 4560 - B.Mus. Recital 2	Vocal Arts Room, T2-266
<input type="checkbox"/> MUSC 5560 - Post Bacc. Recital	Other location, please specify: _____

**OFF-CAMPUS RECITALS**

- For off-campus recitals, the student is required to provide a recording of their recital for the Music Library Archives.

Off-Campus Location Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EQUIPMENT REQUEST – For on-campus recitals**

Digital Harpsichord

Piano

Staging Requirements – *List Instruments involved, No. of Chairs/Stands required, etc.*

Other Requests: \_\_\_\_\_

**PAYMENT - \$100 Recital Fee (IF ON-CAMPUS)**

- \$100 fee is required, non-refundable and non-transferrable.
- **Booking is not confirmed until payment is received.**
- Payment for the Recital Fee is to be made in person at the DFOM main office, Room 319-150 Dafoe Road.
- **Form of payment:**      Cash      Debit      MasterCard      Cheque - *Payable to the University of Manitoba*

**SIGNATURES**

- ☐ I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy on the back of form.  
I agree that no alcohol is allowed on the University of Manitoba Campus as per University of Manitoba policies.  
I agree not to hold a reception at Desautels Faculty of Music facilities.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Practical Study Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**UNDERGRADUATE CREDIT RECITAL POLICY**  
**Courses: MUSC 3550 / MUSC 4560 / MUSC 5560**

Bachelor of Music students in the Performance program are required to present two (2) Credit Recitals, while Bachelor of Music students in Composition and all Post-Baccalaureate students are required to present one (1) Credit Recital.

**CREDIT RECITAL TIMES AND FORMATS**

To book your Credit Recital, please submit the Undergraduate Credit Recital Booking Form to the Facilities and Events Coordinator, Sue Stone Scott (Sue.StoneScott@umanitoba.ca). The deadline is **December 1, 2023 at 4:30 pm**. If the Credit Recital is not booked by December 1, we cannot guarantee the preferred date requested and an additional \$25 late fee will be charged. Once booked, the Credit Recital cannot normally be rescheduled, unless permission of the Associate Dean is granted.

Because of limited availability during the 2023-24 academic year, you are required to book your recital and dress rehearsal at the same time. Please discuss this date with the Facilities and Events Coordinator.

The Recital Program Approval Form must be submitted to the Undergraduate Student advisor DFoM.Advising@umanitoba.ca a minimum of one (1) month before the Credit Recital.

Finalized Credit Recital programs are to be emailed to music@umanitoba.ca in Microsoft Word format a minimum of one (1) week before the Credit Recital. The program must follow the Recital Program Template provided online at <https://umanitoba.ca/music/student-experience/forms>. If the program is not received by the deadline, students will be responsible for formatting their own programs.

Please consult the Recital Formatting Guide for instructions for the template, formatting content, etc.

**NOTE:** The Desautels Faculty of Music office will provide an electronic file and 30 black and white copies of the Credit Recital Programs.

- **Last date in the 2023-24 Academic year to have a Credit Recital is May 3, 2024.**
- Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early!
- Book the venue only after confirming the date with any collaborating musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean.
- Plan any assistance needed to help the Credit Recital run smoothly well ahead of time. Contact Facilities Coordinator Sue Stone Scott (Sue.StoneScott@umanitoba.ca) for assistance.
- Any formal booking of an On Campus Recital requires a \$100 non-refundable, non-transferable Recital fee. Failure to return the room to good order, or failure to clear equipment and personal belongings immediately after the Credit Recital will result in additional charges. Contact the Front Office (music@umanitoba.ca) for methods of payment and more information about fees.
- Contact Facilities Coordinator Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. Students registered in MUSC 3550 may book a one (1) hour dress rehearsal before the Credit Recital. Students registered in MUSC 4560 or MUSC 5560 may book a two (2) hour dress rehearsal before the Credit Recital.