

UNDERGRADUATE CREDIT RECITAL  
BOOKING FORM (CLASSICAL) FOR 2022/2023  
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.**

Date of Credit Recital:

**COURSE / TIME****LOCATION**

- MUSC 3350 - B.Mus. Recital 1 – Monday to Saturday at 5:30pm       Eva Clare Hall
- MUSC 4560 - B.Mus. Recital 2 – Monday to Saturday at 8:00pm
- MUSC 5560 - Post Bacc. Recital – Monday to Saturday at 8:00pm

**OFF-CAMPUS RECITALS**

- **Permission from the Associate Dean is required for 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:

Approval of the Associate Dean:

Date:

**EQUIPMENT REQUEST – For Eva Clare Hall only**

- 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    Visa    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 Performance students 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 a Credit Recital date, please submit the *Undergraduate Credit Recital Booking Form* a **minimum of two (2) months before the Credit Recital to the Facilities and Events Coordinator, Sue Stone Scott** ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)). Please note that February 17, 2023 is the final date for the booking of Credit Recitals, even if the Credit Recital occurs more than two months past that date. If the Credit Recital is not booked by February 17, 2023, 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.

The *Recital Program Approval Form* must be submitted to Allen Harrington ([Allen.Harrington@umanitoba.ca](mailto:Allen.Harrington@umanitoba.ca)), Jury Examination and Credit Recital Coordinator (Classical) a **minimum of one (1) month before the Credit Recital**.

Finalized Credit Recital programs are to be emailed to [music@umanitoba.ca](mailto: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 [Quick Links: Student Forms](#). If the program is not received by the deadline, students will be responsible for formatting their own.

Please consult the *Recital Formatting Guide* for instructions on how to use 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 2022-2023 Academic year to have a Credit Recital is May 5, 2023.**
- 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 Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto: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 Front Office ([music@umanitoba.ca](mailto:music@umanitoba.ca)) for methods of payment and more information about fees.
- Contact Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)) to book the dress rehearsal. Post-Bacc and Fourth year students may book a four (4) hour dress rehearsal before the Credit Recital day. Third year students may book a three (3) hour dress rehearsal before the Credit Recital day.