

EASTERN ILLINOIS UNIVERSITY

DEPARTMENT OF MUSIC

MEMORANDUM

TO: Music Students

DATE: August 24, 2009

RE: Instructions for securing a recital.

FROM: Joseph Martin

1. Using the attached *Recital Reservation Request Form* as a guide, sign up for the correct recital credit. **Important! We will not enter your request onto the calendar until it has been verified that you have signed up for the correct recital credit.** If you wish to use a department accompanist be sure this is coordinated and approved by Mr. Conrad.
2. Review the current *Working Calendar of Events for Fall* with your teacher and your accompanist. The calendar is attached.
3. Enter 2 proposed dates for your recital on the reservation form. Have your teacher sign the form.
4. Your recital will be located in the Recital Hall located on the main floor of the Doudna Fine Arts Center.
5. FAX the form to me at 581-7137 **OR** put the form in the mail to Joe Martin, Music Dept.

The deadline for students requesting an accompanist through Mr. Conrad is Thursday, September 10, 2009.

Recital recording requests should be directed to Mr. Rubel. The deadline for submitting a recital recording request is three (3) weeks prior to the scheduled recital.

Copies: Mr. Daniels
Mr. Conrad
Mr. Rubel

Revised July 30, 2009.
Joseph Martin