

EASTERN ILLINOIS UNIVERSITY

*DEPARTMENT OF MUSIC*

**MEMORANDUM**

TO: Music Students

DATE: January 7, 2008

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 North Gym unless you inform us that you have made other arrangements. Your teacher can assist you with this.
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 4:30PM Friday, February 1, 2008.

Recital recording requests should be directed to Mr. Rubel.

Copies: Dr. Melvin  
Mr. Conrad  
Mr. Rubel  
Professor Daniels

Revised December 7, 2007  
Joseph Martin