

School of Music Student Recital Request Form

Please complete the top half of this form, including several date and time options, before submitting to Auditoria Office.

A completed copy of this form is REQUIRED before the recital will be booked. Submit a hard copy or scan and e-mail to Auditoria@nau.edu

Name(s): _____

NAU Student Email(s): _____

Voice Type/Instrument(s): _____

Required Recital: ☐ Junior ☐ Senior ☐ Graduate *(PLEASE NOTE: ALL non-percussion junior recitals MUST have a partner.)*

Requested Venue: ☐ Ardrey Memorial Auditorium ☐ Ashurst Hall ☐ Kitt Recital Hall

Please Select if Your Recital Requires: ☐ Piano Duo ☐ Percussion ☐ Pipe Organ ☐ Harpsichord
☐ Grand Piano (Steinway D) ☐ Grand Piano (Steinway B) ☐ Forte Piano ☐ Portative Organ

Proposed Dates and Times with Alternates: _____

(Proposed Dates with Alternate Dates must be approved by advisor and accompanist(s) before checking with the Auditoria Office.)

Accompanist(s) Name: _____

Accompanist(s) Signature(s): _____

I confirm my availability for the dates listed above.

Studio Teacher Name(s): _____

Studio Teacher Signature(s): _____

I confirm the recital is required for the student's degree and that the above information is correct and accurate.

School of Music Office Signature: _____

(Verifying degree requirement.)

To Be Completed by Auditoria Staff:

Confirmed Concert Date: _____

Confirmed Concert Time: _____

Tech Form Due Date: _____

Confirmed Concert Venue: ☐ Ardrey Memorial Auditorium ☐ Ashurst Hall ☐ Kitt Recital Hall

Auditoria Staff Name: _____ Signature: _____

Please see second page for recital scheduling checklist and contact information.

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Once Confirmed:

- ☐ Report date of event to the School of Music Office upon booking.
- ☐ Rehearsal time in the hall is not guaranteed and is limited for Ashurst Hall to weekdays 8AM – 5PM, for Kitt Recital Hall to weekdays 8AM – 10PM, for Ardrey Memorial Auditorium to weekdays 9AM – 5PM and around other events in the space. Rehearsals may not be scheduled on weekends to reserve time for recitals and other events at the Auditoria Office's discretion. Rehearsals may be scheduled by emailing the Auditoria Office as early as the recital confirmation is received and must be booked no later than two weeks before the recital. After submitting the rehearsal request, rehearsals will not be considered confirmed until a confirmation has been sent to the student(s) and their faculty advisor. Rehearsals are dependent on availability of the hall and may be impossible to schedule before the recital. Student Recital rehearsals are subject to be rescheduled at any time to make room for a paying rental of the space. Faculty advisors must be present at any and every student recital rehearsal and will be required to gain access to the space.
- ☐ Submit a Technical Form to the Auditoria Office or mailbox by the date listed above or at least four (4) weeks prior to your recital. Please include any piano or harpsichord needs in addition to separately reaching out to the Piano Tech. After four (4) weeks prior to the concert the Technical Form will be considered late and the status of the event will change from confirmed to tentative. If the Technical Forms are not turned in or completed correctly at least two weeks before the event, it is within the rights of the Auditoria staff to cancel the event.
- ☐ Book a space for your reception. Reminder: No receptions will be allowed in Ardrey Memorial Auditorium, Ashurst Hall, Kitt Recital Hall, or the Kitt Recital Hall lobby.
- ☐ Make arrangements with Sodexo Catering at least 4 weeks prior if you are serving food at your reception on campus.
- ☐ Submit a draft copy of your recital poster to the School of Music Office for review/approval at least 3 weeks prior.
- ☐ Submit a draft copy of your recital program to the School of Music Office for review/approval at least 2 weeks prior.
- ☐ Have posters printed and distribute them at least 2 weeks prior.

PLEASE NOTE: Your recital is subject to cancellation if you are not enrolled in the proper recital course (MUP) for the semester of your recital.

Contact Information

Auditoria Office (Bldg. 37-A, Room 335): Phone (928-523-4120), Email (Auditoria@nau.edu)

School of Music Office (PFA Room 120): Phone (928-523-3731), Email (music@nau.edu)

For any special Piano or Harpsichord needs, such as removal of piano lid, email Piano Tech (pianotech@nau.edu) AND include on technical form.