

## Request for Off Campus Student Recital

Obtain the "Recital Authorization Form." Your applied teacher must sign the form.

If you intend to have your recital off campus, please fill this form out completely and obtain all necessary signatures. This form **MUST** be approved by your applied teacher and at least one other faculty member who will attend your recital off campus. After you have obtained the instructors' approval, please bring this form to the Assistant to the Chairperson/Academic Program Coordinator who will then submit this form to the Chairperson for approval.

**THIS REQUEST MUST BE SUBMITTED TO THE ASSISTANT TO THE CHAIRPERSON/ACADEMIC PROGRAM COORDINATOR NO LATER THAN THE LAST DAY OF THE UNIVERSITY'S CHANGE OF SCHEDULE PERIOD FOR ANY GIVEN TERM. THIS FORM IS TO NOTIFY US OF YOUR INTENDED LOCATION. YOU SHOULD ALREADY BE REGISTERED FOR YOUR RECITAL.**

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

Student ID: \_\_\_\_\_

Off Campus Location: \_\_\_\_\_

Recital Date and Time: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
Applied Teacher's Signature

\_\_\_\_\_  
Faculty Member's Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**I acknowledge that the Towson University Department of Music is NOT responsible for any off-campus recording, piano tuning or stage managing. I also agree to meet all program deadlines and understand that I must notify the Assistant to the Chairperson/Academic Program Coordinator of any cancellations, postponements, and change in venue or time.**

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

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For Office Use Only:

All forms complete    Yes    No

Approved by Department Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES:

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