

Music Recital Booking Form

All forms are due via email to Rachel Havlice Rachel.havlice@tamucc.edu at **least 2 weeks prior** to your recital date.

Contact Information:

Student Name: _____ Student Classification: _____

Student Email: _____ Student Phone Number: _____

Corresponding Faculty Member: _____

Faculty Member's Email: _____

Event Logistics:

Event Title: _____ Date of Recital: _____

Recital House Open Time: _____ Recital Start Time: _____

What will you need setup on stage (chairs, stands, mics etc.) and where:

Will you need the curtains open in the concert hall? Yes or No

Will you be exiting and entering between pieces? Yes or No

Will you need set changes? Yes or No

If yes, please describe:

_____ Will you

need specialized lighting? Yes or No

Lighting Description:

By Signing, you agree to, and understand the following:

- Due to custodial costs, the Performing Arts Center (PAC) cannot provide space for a recital reception. Please see Courtney Noe about reserving the Weil Gallery.
- The PAC will close 30 minutes after you end your recital.
- The PAC is not responsible for any belongings or instruments left in the building.
- PAC staff cannot physically move any instruments without the help of a faculty member.
- Changes will not be made after the submission of this form.

Date: _____ **Student Signature:** _____