

STUDENT RECITAL CANCELLATION FORM

- You must complete this form if you need to change the date or time of your recital. You are required to **CANCEL** your original recital date before requesting a new date and/or time.
- It is your responsibility to notify the piano technician, head recording engineer, facilities manager (and anyone else involved in your recital – including your accompanist) of any changes/cancellations.
- You must complete this form at least two weeks prior to your original recital date.

Instructions:

1. Complete and sign this form
2. Obtain your studio teacher's signature
3. Obtain signatures from the piano technician, head recording engineer and facilities manager.
4. Return the completed form to the Music Office

PLEASE PRINT CLEARLY:

Student Name: _____

Today's Date: _____

Email: _____

Telephone: _____

Was this a Performer's Certificate recital? _____ Yes* _____ No

If yes, YOU ARE REQUIRED TO NOTIFY **EVERY FACULTY MEMBER on your PC Committee.*

I AM CANCELLING THE FOLLOWING RECITAL:

Recital Date: _____

Recital Time: _____

Recital Hall: _____

Student signature: _____

Date: _____

Studio Teacher signature: _____

Date: _____

Piano Technician's signature: _____

Date: _____

(Graham Howes)

Head Recording Engineer's signature: _____

Date: _____

(John Caruso)

Facility Manager's signature: _____

Date: _____

(Marc Levy)

Reason for cancellation:

Date received by Music Office: _____