A. STUDENT INFORMATION - PLEASE PRINT CLEARLY

Student Name:  
Student Number: 
UM Email:  
Voice/Instrument: 

*Note: Credit Recitals are held evenings from Monday to Saturday.*

Date of Credit Recital: 

B. COURSE / TIME

☐ MUSC 3350 - B.Mus. Recital 1 – Monday to Saturday at 5:30pm
☐ MUSC 4560 - B.Mus. Recital 2 – Monday to Saturday at 8:00pm
☐ MUSC 5560 – Post. Bacc. Recital – Monday to Saturday at 8:00pm

C. EQUIPMENT REQUEST

☐ Digital Harpsichord
☐ Piano
☐ Staging Requirements – *List Instruments involved, No. of Chairs/Stands required, etc.*

D. PAYMENT - $100 Technician Fee

• $100 fee is required, non-refundable and non-transferrable.
• *Booking is not confirmed until payment is received.*
• Payment for the Technician Fee is to be made in person at the DFOM main office Room 319-150 Dafoe Road.

Form of payment: ☐ Cash ☐ Visa ☐ Debit ☐ MasterCard ☐ Cheque - *Payable to the University of Manitoba*

E. SIGNATURES

☐ I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy on the back of form.
☐ I agree no alcohol is permitted on University of Manitoba property.
☐ I agree no reception is permitted in DFOM facilities.

Student’s Signature:  
Date: 

Major Practical Study Instructor:  
Date: 
Bachelor of Music students in the Performance Concentration are required to present two (2) Credit Recitals, while Post-Baccalaureate students are required to present one Credit (1) Recital.

**CREDIT RECITAL TIMES AND FORMATS**
To book a Credit Recital date, please submit the Undergraduate Credit Recital Booking Form a minimum of two (2) months before the Credit Recital to the Facilities and Events Coordinator, Sue Stone Scott (Sue.StoneScott@umanitoba.ca). Please note that February 18, 2022 is the final date for the booking of Credit Recitals, even if the Credit Recital occurs more than two months past that date. If the Credit Recital is not booked by February 18, 2022, we cannot guarantee the preferred date requested and an additional $25 late fee will be charged. Once booked, the Credit Recital cannot, normally, be rescheduled, unless permission of the Associate Dean is granted.

The Recital Program Approval Form must be submitted to Allen Harrington, Jury Examination and Credit Recital Coordinator (Classical) a minimum of one (1) month before the Credit Recital.

Finalized Credit Recital programs are to be emailed to music@umanitoba.ca in Microsoft Word format a minimum of one (1) week before the Credit Recital. The program must follow the Recital Program Template provided online at Quick Links: Student Forms. If the program is not received by the deadline, students will be responsible for formatting their own.

Please consult the Recital Formatting Guide for instructions on how to use the template, formatting content, etc.

NOTE: The Desautels Faculty of Music office will provide an electronic file of the Credit Recital Programs.

**CREDIT RECITALS FOR MUSC 3550:**
- Monday – Saturday 5:30 pm. No reception is allowed after these Credit Recitals.
- Last day to have a Credit Recital for the 2021-2022 Academic Year is April 30, 2022 to be eligible to graduate in May 2022.
- Last day to have a Credit Recital for the 2022 Summer term is August 26, 2022 to be eligible to graduate in October 2022.

**CREDIT RECITALS FOR MUSC 4560, 5560 Students and MUSC 3550 for Composition Students:**
- Monday – Saturday 8:00pm. No reception is allowed after these Credit Recitals.
- Last day to have a Credit Recital for the 2021-2022 Academic Year is April 30, 2022 to be eligible to graduate in May 2022.
- Last day to have a Credit Recital for the Summer 2022 term is August 26, 2022 to be eligible to graduate in October 2022.

- Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Book the venue only after confirming the date with any musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean.
- Plan any assistance needed to help the Credit Recital run smoothly well ahead of time. Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) for assistance.
- Any formal booking requires a $100 non-refundable, non-transferable technician fee. Failure to return the room to good order, or failure to clear equipment and personal belongings immediately after the Credit Recital will result in additional charges. Contact Liza Isakov (liza.isakov@umanitoba.ca) for methods of payment and more information about fees.
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. (Fourth year students may book a three (3) hour dress rehearsal before the Credit Recital day. Third year students may book a two (2) hour dress rehearsal before the Credit Recital day.)