



THE CATHOLIC UNIVERSITY OF AMERICA
BENJAMIN T. ROME SCHOOL OF MUSIC

RECITAL REQUEST PROCEDURES

1. To schedule a recital, please first fill out the page found on the school of music “current student” page or the link <http://music.cua.edu/recital-program-request.cfm>
2. Recitals and dress rehearsals **must** be scheduled two weeks in advance.
 - a. Failure to secure a date two weeks in advance may result in not securing a date.
 - b. Please inform the production office (music-recitals@cua.edu) if you are planning on changing or canceling your recital.
 - i. Please inform the production office at least two weeks prior to the scheduled recital if you wish to change the recital date.
 1. Failure to do so may result in not securing a new date.
 - ii. Because of limited space we cannot hold multiple dates.
3. All questions regarding dress rehearsals, scheduling, programs, and/or recitals should be directed to music-recitals@cua.edu
 - a. Recitals may only be scheduled via the recital request form.
 - b. All emails will be answered within 2-3 business days.
 - c. Emails **not** sent to this address will **not** be answered and will delay the scheduling process.
4. Programs should be sent to music-recitals@cua.edu no later than two weeks before the scheduled recital. Failure to do so may result in the absence of a program at the recital.
5. Students are required to leave the hall as they found it. Please return the hall to the original setting.
 - a. The student is also responsible for the acquisition and maintenance of all equipment used. Please return all equipment after the completion of the recital. This is the student’s responsibility.