



**TODAY'S DATE** \_\_\_\_\_

**2011-2012 REQUEST FOR CANCELLATION OF RECITAL**

**Cancellation Policy**

The following are considered legitimate reasons for cancellation:

- 1) Injury or illness (physician's note required)
- 2) Family emergency
- 3) 'Act of God' (weather catastrophes, travel emergencies)

The following are ***not*** legitimate reasons for cancellation:

- 1) Repertoire not ready for performance
- 2) Schedule conflicts; this includes conflicts with outside engagements or unforeseen conflicts with a faculty member's schedule
- 3) Problems with assisting artists

***If you cancel a Kilbourn Hall or Hatch Recital Hall recital without a legitimate reason, you will not be allowed to schedule in Kilbourn Hall or Hatch Recital Hall for the remainder of the current semester and for the entire semester following the cancellation.***

I have read the paragraph above regarding recital cancellations.

Student's signature: \_\_\_\_\_ Student's name (print) \_\_\_\_\_

Degree: BM MM DMA

\* \* \* \* \*

I request that my recital in (name of hall) \_\_\_\_\_ at (time) \_\_\_\_\_

on (date) \_\_\_\_\_ be cancelled for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

**Approval**

Teacher's name (print): \_\_\_\_\_ Teacher's signature: \_\_\_\_\_

**Your recital is not cancelled until this form is completed and returned to the Concert Office and is approved by the Director of Concert Operations.**

\_\_\_\_\_

Director of Concert Operations - signature