

**Please complete and email to Program Resource Specialist no later than one (1) week after scheduling the reservation.**

NOTE: SUBMISSION SIGNIFIES ALL PERFORMERS AND FACULTY SPONSORS ARE COGNIZANT OF AND AVAILABLE FOR DRESS REHEARSAL AND PERFORMANCE DATE(S).

**New Event**

EVENT NAME \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ STU FAC PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DRESS REHEARSAL DATE/TIME \_\_\_\_\_ INSTRUMENT/CATEGORY \_\_\_\_\_ ACCOMPANIST NAME \_\_\_\_\_

LIST OTHER PERFORMERS BELOW (INSTRUMENT/VOCAL CATEGORY)

**Streaming Service in Sandra G. Powell Recital Hall ONLY** (\$10 fee payable to Tracy Viles, room 117G)

\_\_\_ Check here to have your performance live streamed.

Contact Chris Jerger the week of your performance for link to streaming.

**Existing Event Additional Date(s)**

DATE SUBMITTED \_\_\_\_\_ REQUESTED BY \_\_\_\_\_ STU FAC PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

ENTER BRIEF DESCRIPTION FOR PUBLICITY: (TYPE OF EVENT, MUSIC BEING PERFORMED, ACCOLADES, ETC.)

ADDITIONAL NOTES

**Faculty Sponsor Information**

NO STUDENT EVENT WILL BE SCHEDULED WITHOUT FACULTY APPROVAL

FACULTY SPONSOR NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_ SPONSOR APPROVAL RECEIVED \_\_\_\_\_

FACULTY COMMENTS

Program Resource Specialist  
Jay Anderson  
School of Music  
HMC Room 209  
Natalie L. Haslam Music Center  
1741 Volunteer Blvd.  
Knoxville, TN 37996-2600  
Phone: 865-974-4385  
Fax: 865-974-4537  
E-mail: jander72@utk.edu

**EVENT SELECTION:**

- \_\_\_ ENSEMBLE EVENT
- \_\_\_ FACULTY RECITAL
- \_\_\_ GRADUATE RECITAL
- \_\_\_ GUEST ARTIST RECITAL
- \_\_\_ JOINT RECITAL
- \_\_\_ JUNIOR RECITAL
- \_\_\_ NON-DEGREE RECITAL
- \_\_\_ SENIOR RECITAL
- \_\_\_ LECTURE
- \_\_\_ MASTERCLASS
- \_\_\_ WORKSHOP
- \_\_\_ OTHER
- \_\_\_ STUDIO RECITAL
- \_\_\_ OPEN TO PUBLIC
- \_\_\_ PRIVATE EVENT

**EVENT LOCATION**

**NATALIE L. HASLAM MUSIC CTR.**

- \_\_\_ POWELL RECITAL HALL
- \_\_\_ HMC-ATRIUM
- \_\_\_ HMC-110 (ORCHESTRA)
- \_\_\_ HMC-135 (BAND ROOM)
- \_\_\_ HMC-007 (SEATS 29)
- \_\_\_ HMC-009 (SEATS 30)
- \_\_\_ HMC-010 (SEATS 15, LECTURE)
- \_\_\_ HMC-012 (CHORAL ROOM)
- \_\_\_ HMC-018 (SEATS 28)
- \_\_\_ HMC-022 (SEATS 45)
- \_\_\_ HMC-025 (SEATS 45)
- \_\_\_ HMC-068 (SEATS 69)
- \_\_\_ HMC-244 (SEATS 25)

**ALUMNI MEMORIAL BLDG**

- \_\_\_ AMB 32
- \_\_\_ AMB 50
- \_\_\_ COX AUDITORIUM

\_\_\_ OFF-CAMPUS VENUE  
NAME & ADDRESS

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

ALL OFF-CAMPUS STUDENT RECITALS MUST BE APPROVED BY THE DIRECTOR OF THE SCHOOL OF MUSIC.

\_\_\_ **NEW EVENT**  
\_\_\_ **CHANGE** TO EXISTING EVENT

**OFFICE USE ONLY:**

NAME \_\_\_\_\_  
DATE OF APPROVAL \_\_\_\_\_