



University of Houston  
Moores School of Music  
***STUDENT RECITAL INSTRUCTIONS***  
***(S/13)***

- STEP #1 Please print and follow instructions.
- STEP #2 **Undergraduates** – please check your recital attendance at the Front Desk. If you are deficient over 12 recitals, you may not sign up for a recital.
- STEP #3 **CONSULT WITH YOUR INSTRUCTOR, AND CHECK THE MOORES SCHOOL CONCERT SCHEDULE AND YOUR REHEARSAL SCHEDULE BEFORE ASKING FOR A SPECIFIC DATE FOR YOUR RECITAL.**
- When you and your instructor have agreed upon two or three possible dates, you may check the availability of time in the venue of your choice (Dudley Recital Hall or Choral Recital Hall).
- Set recital times are as follows (no exceptions):
- Monday – Friday: 6:30 p.m. Start Time (6 p.m. – 8 p.m.)  
8:30 p.m. Start Time (8 p.m. – 10 p.m.)
- Saturday/Sunday 12 noon Start Time (11:30 a.m. – 1:30 p.m.)  
2:30 p.m. Start Time (2 p.m. – 4 p.m.)  
5 p.m. Start Time (4:30 p.m. – 6:30 p.m.)  
7:30 p.m. Start Time (7 p.m. – 9 p.m.)
- STEP #4 Once you have held a date in Room 120, you have 10 BUSINESS DAYS to obtain your instructor’s signature and make payment to secure your time. If you do not make payment within the ten days, your space will be released.
- STEP #5 When your recital has been secured, you may submit program information for your Recital Program. Please follow the recital examples.
- STEP #6 If you are interested in obtaining an audio or video recording of your recital, the Front Desk (Room 120) has a list of local recording technicians. Please note that the Moores School of Music does not guarantee the quality of the recordings and the price is negotiable with the recording technician.

Good Luck and Have a Great Semester!