

Special Request **Petition**

Version 1.0 (Fall 2023)

Use this petition for requests that are not covered in the recital scheduling guidelines, including cancellations, rescheduling, and requesting dates and times not included in posted recital slots. Submit petition via email to studentrecitals@northwestern.edu.

Part 1 – Student Information

Name (first and last)

Email Address

@u.northwestern.edu

Instrument / Voice Category

Applied Professor

Applied Professor Email Address

@northwestern.edu

Part 3 – Student Appeal

Request Category (choose any that apply)

**Schedule
New Recital**

Reschedule

Cancellation

**Technical
Services**

Reason for Appeal (choose any that apply)

**Documented
Injury / Illness**

**Family
Emergency**

**Failure to
Pass Hearing**

Other
(describe below)

Explanation of Circumstances for Special Accommodation

Part 2 – Recital Information

Degree Program (choose one)

DMA

MM

PhD

BM

Recital Status (choose one)

Degree

Informal

Current Recital Slot (if applicable)

MONTH, DAY, & YEAR

RECITAL START TIME

VENUE

Requested Recital Slot (if applicable)

MONTH, DAY, & YEAR

RECITAL START TIME

VENUE

Personnel and Equipment

**Total # of
musician
chairs**

**Total # of
performers**

**Total # of
music
stands**

Part 4 – Required Signatures

Applied Professor Signature

Date

Chair of Performance Studies Signature

Date

(office use only)

CONCERT MANAGEMENT OFFICE

APPROVED / date **DENIED / date**