

Special Request **Petition**

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 or in person at the Concert Management Office.

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 4 – Required Signatures

Applied Professor Signature

Date

Chair of Performance Studies Signature

Date

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

(office use only)

CONCERT MANAGEMENT OFFICE



APPROVED / date



DENIED / date