

Student Recital Cancellation Form

Name: _____

Email Address: _____

Phone: _____

Date, Time, & Location of Original Event:

Date _____ Time _____ Hall _____

Reason For Cancellation? _____

The University of Oklahoma School of Music charges a \$75 cancellation fee for any event that is cancelled without giving at least **ONE MONTH** advance notice.

If your recital has already been publicized in any way (i.e. SoM calendar, Newspaper...etc) then you are responsible for the notification of your cancellation. **Fliers must be posted one week prior to your original recital date notifying the public of the Recital Cancellation.**

Your event will not be considered cancelled or taken off the calendar until this form has been completely filled out, signed, and given to the Hall Manager. Also **IF** you must pay the cancellation fee you must provide a check payable to OU School of Music or have it charged it to your Bursars account before the event will be removed.

Professor

Hall Manager