Werner Hall Recording sign up information

General Information:
Current students can request recording time in Werner Hall. This recording time is not for practicing and is not transferrable to other students. Your teacher must approve of the time needed in the hall. You must vacate the hall immediately after your time is up. Usage of Werner outside the allotted time and purpose will result in forfeiture of recording privileges and piano studio practice keys.

Procedure:
1. Fill out this form.
2. Turn in to your studio teacher/advisor for approval signature
3. Return with your request to the Scheduling Office (Eric Louie)
4. You will not be scheduled until the Scheduling Office has a signed copy of this form and your teacher’s signature for the times request.

Time allotted:
• 2 sessions per semester: full time students (Undergrad 12+ credit hours, Grad 10+)
• 1 time per semester: part time students

Sessions—all are on Wednesdays and are an hour and a half, including setup and strike.
• #1=9:00-10:30 AM
• #2=10:30-12:00 PM

Date: ____________________

Name—Print and sign: ____________________________________________

M number: ___________________________ Email: ____________________

Student status (circle): full time part time

Preferred piano: ___________________________ (Piano 1= NY, Piano 2= Hamburg, Bösendorfer)

Studio teacher/advisor signature: ________________________________