

SENIOR CAPSTONE EVENT APPROVAL FORM

Please **carefully** read the appropriate sections of the online *Composition Student Handbook* prior to completing this form. Failure to follow these procedures may result in cancellation or postponement of the senior composition capstone.

Part I: Capstone information

Student must complete this section following the *senior capstone hearing & final portfolio review*:

Name: _____ ID number: _____

Telephone number: _____ E-mail: _____

Composition instructor: _____ Recital date: _____

Recital time: _____ Recital location: _____

Recital committee (3 members): _____

Student signature _____ Date _____

Part II: Committee approval

The senior capstone proposal has been approved and I agree to serve on the capstone committee:

Faculty signature (current instructor): _____ Date: _____

Faculty signature (committee member): _____ Date: _____

Faculty signature (committee member): _____ Date: _____

Part III: Capstone preparation approval

The following must be approved and initialed by the **composition instructor**:

_____ performance materials (including scores, complete parts, recordings, etc.)

_____ program _____ flyers _____ program notes

(continued on back)

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Part IV: Recital production

List all persons (excluding performers) who have agreed to assist in the production of the capstone event, including stage crew and tech staff:

Stage crew: _____

Head tech: _____

Additional tech assistants: _____

*Note: at least **two** tech crew members are required for all events presented in the MEIT.*

Tech requirements (including audio, video, lighting, and recording): _____

Dress/tech rehearsal — date: _____ time: _____

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Part V: Event production approval

The following approvals are required **no later than two weeks** prior to the recital:

Head tech signature: _____ CEMI director signature: _____

This completed form must be submitted to the **composition division chair** no later than **one week prior to the capstone presentation date**. Incomplete or inaccurate forms may result in **postponement** of the capstone event.