



SCHOOL OF  
**MUSIC**

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COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH



# IMPORTANT DATES TO CONSIDER

RECITAL SCHEDULING REQUEST MAY BE SUBMITTED DURING THE FOLLOWING TIMES

## Fall Semester

August 19, 2024  
through  
September 13, 2024

## Spring Semester

January 6, 2025  
through  
January 24, 2025



FIRST STEPS



REGISTRATION




RECITAL  
DEPOSIT/SCHEDULING



# FIRST STEPS



Before registering for student recitals, you must be enrolled in private lessons.



If you have not already submitted a private lesson application, please use the following link.

[Forms and Applications](#)

# LESSONS

# STUDENT RECITAL SCHEDULING POLICY

All recitals must be held before reading day in the fall or spring semester.

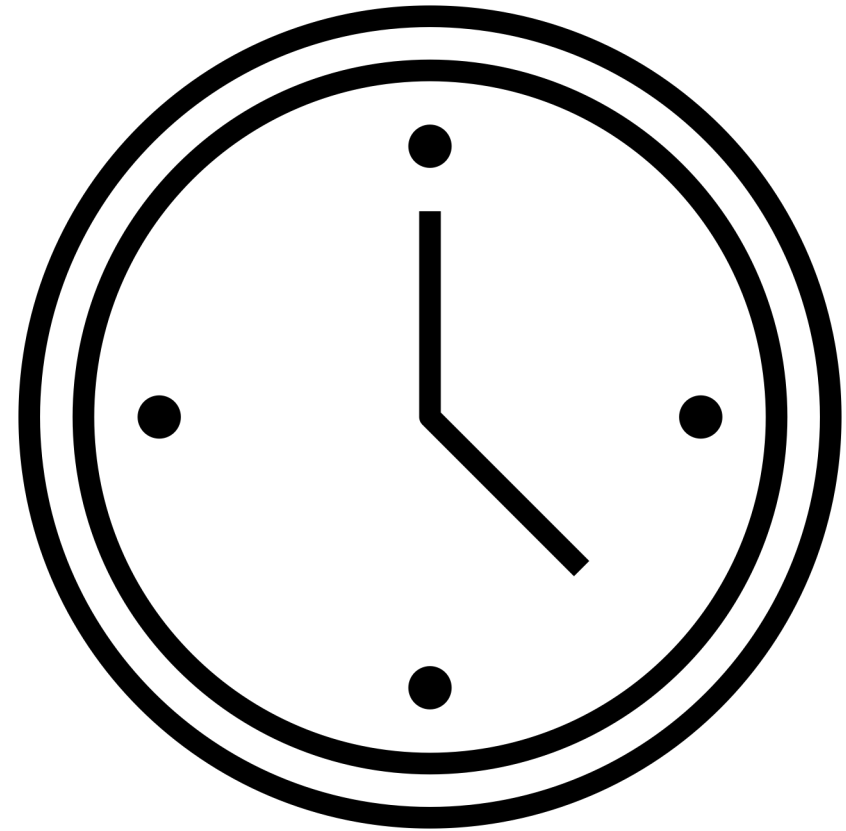
Recitals are not to be held during final exams, reading day, winter break, or during the summer.

Degree recitals should be held in an approved School of Music performance venue.

- Exceptions are rare and must be approved through an Exception to Policy prior to scheduling or performing the recital.
- The student is responsible for providing the School of Music with a high-quality recording of any off-campus degree recitals.

# STANDARDIZED RECITAL START TIMES

- Monday – Friday
  - 4pm, 6pm or 8pm
- Saturday and Sunday
  - 10am, 12pm, 2pm, 4pm, 6pm or 8pm



# RECITAL DETAILS

Each recital will have a 30-minute warm-up before the scheduled recital start time.

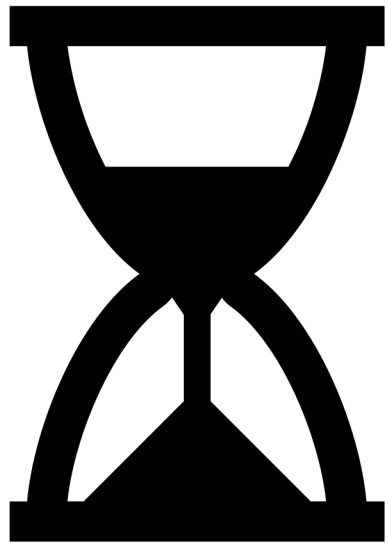


After each recital, an additional 30-minutes is given for reception and cleanup.

# IDA SMITH CLARK GREENROOM

- All student degree recitals may use the greenroom throughout the scheduled recital time.
- Student UCard will be programmed for access on recital day.





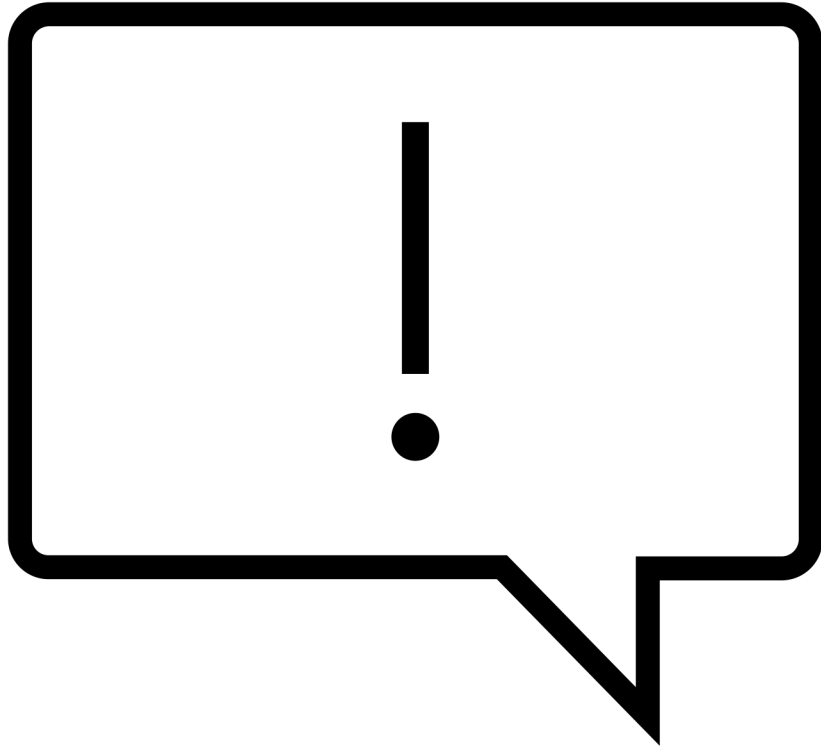
RECITAL PERFORMANCE TIMES  
SHOULD NOT EXCEED ONE  
HOUR.



REGISTRATION

- To enroll in a recital course, please submit the following application to request a class number.
  - Non-degree recitals are not required to complete the application

## Special Course Applications



## PLEASE NOTE

Once you have received the class number, you must enroll in the course through CIS by the end of the first week of the semester.



# RECITAL DEPOSIT/SCHEDULING

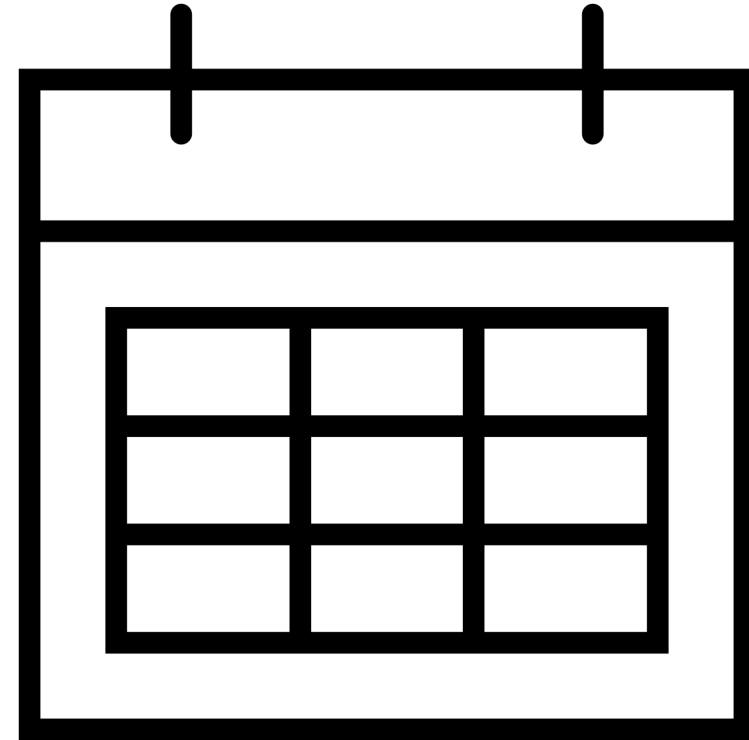


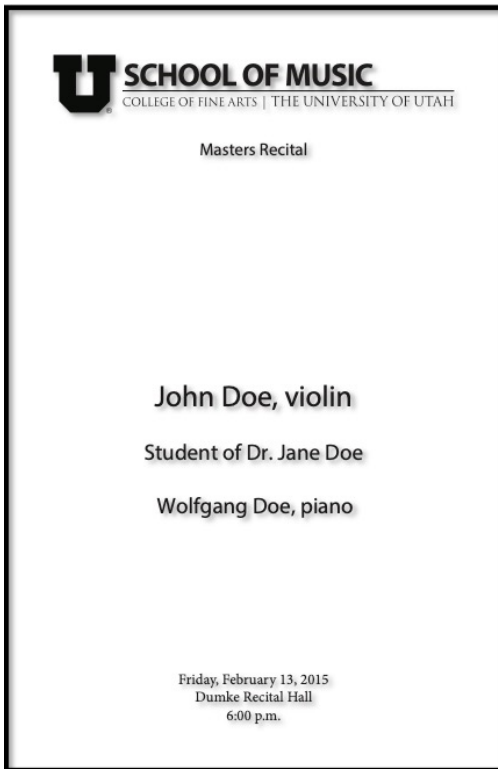
## Recital Scheduling Request

- Please select and submit your recital scheduling request using the provided link.
- A refundable \$25 deposit is required for all student recitals.

# FINALIZING RECITAL DATE

- Once you have paid your recital deposit or fee, you will be emailed a link during the first week of the semester to finalize your recital date and time.
- Please confirm this time with your private teacher or supervisory committee before scheduling your recital.





# RECITAL PROGRAM

- Please submit your recital program at least two weeks before your recital date to [programs@music.utah.edu](mailto:programs@music.utah.edu)
  - [Recital Program Guidelines](#)

STUDENT  
RECITAL  
DEPOSITS ARE  
REFUNDED IF  
THE  
FOLLOWING  
CONDITIONS  
ARE MET

Your recital date or time is not rescheduled.

The recital program is submitted two weeks prior to the recital date.

The recital venue and greenroom is left clean and undamaged.



# FINAL REMINDERS

SCHEDULING DRESS REHEARSAL, DIGITAL RECORDING, SUPPLEMENTAL INFORMATION



## Recital Dress Rehearsal

- Once you receive an email from [facilities@music.utah.edu](mailto:facilities@music.utah.edu) confirming your recital date and time, you may submit your desired dress rehearsal time
  - Each recital is entitled to a one-hour dress rehearsal
  - Dress rehearsals must be Monday – Friday 8am-2:30pm

## Recital Preview

(Only required for Master students)

- Recital preview requests may be submitted at the same time as dress rehearsal request
  - Recital previews may be completed in instructor's lesson space
  - If the performance venue is needed for preview, it must be Monday – Friday 8am - 2:30pm



## Digital Recordings

- To download a digital recording of your recital, please see the instructions at the McKay Music Library circulation desk
  - <https://music.utah.edu/mckay-music-library/>

## Supplemental Information

- Information regarding the piano policy, harpsichord policy, and any other supplemental information, please use the following link
  - [Student Recital Supplemental Information](#)

# QUESTIONS

For general questions regarding recitals, please email [facilities@music.utah.edu](mailto:facilities@music.utah.edu)