

### Student Recital Scheduling Policy

- **Undergraduate Students** – Select three (3) prioritized dates for your recital. This selection needs to be completed with your private teacher.
- **Graduate Students** – Select three (3) prioritized dates for your recital. This selection needs to be completed with your supervisory committee and private teacher.
  - *Masters Students* – Previews must be scheduled two-weeks prior to recital. Most previews should be scheduled in your Private Teacher’s Studio. Piano Performance Majors may schedule their preview in Dumke Recital Hall after the recital date is set.
- Submit the recital scheduling request and payment (see recital fee schedule below) at <https://umarket.utah.edu/um2/uofumusic>.
- Your finalized recital date and time will be emailed to your **UMail** account by the facilities coordinator.
- If we are not able to accommodate any of your three dates you will be sent a notification (to your **UMail** account) to submit three new dates that have been selected and approved as described above. We cannot hold dates for recitals or for rehearsals.
- Once your finalized recital date and time are set you can schedule your dress rehearsal date and preview date (masters students only) by emailing the facilities coordinator at [claudia.horton@utah.edu](mailto:claudia.horton@utah.edu).
- Recitals can be scheduled any time after the first day of classes, but please be aware that available recital times will be limited as the semester progresses.
- All recitals must be held before the last day of classes in the Fall and Spring semesters. Recitals are not to be held during Final Exam or Reading Days or during Summer semester.
- Degree recitals should be held in a 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 to the School of Music a high-quality recording of any off-campus degree recitals.

### Recital Fee Schedule

**Music Student Recitals:** Degree recitals (senior recitals, masters recitals, and doctoral recitals) cost \$150, which is charged as a special course fee (with your tuition bill) when you register for the 1-credit recital course. All other 60-minute recitals requiring a printed program or live-stream, such as junior recitals, cost \$150, payable at <https://umarket.utah.edu/um2/uofumusic>. In addition, a refundable \$25 deposit is required for all recitals, payable at <https://umarket.utah.edu/um2/uofumusic>. There is no fee for student recitals of 30 minutes or less, if they are scheduled by faculty members as part of a masterclass. Printed programs are not provided for these recitals, except for Music Education group recitals.

- If the recital is canceled or the date is changed after receipt of payment for any reason, the entire \$25 deposit is forfeited. See Recital Rescheduling on page 2.
- Upon successful completion of the degree recital, students will be refunded the \$25 deposit (see above) provided the facilities used are clean and undamaged, program information was received 2 weeks prior to recital date. Refunds will be mailed to you about 3 weeks after your recital.

- Students are entitled to use the Ida Smith Clark Green Room for degree recitals without charge. However, if the Green Room is not left in spotless condition afterward, the \$25 refund will be forfeited as a cleaning charge. Food is not allowed in the Green Room. Water is the only drink allowed.

### **Digital Recording**

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/>).

### **Recital Rescheduling Policy**

There is a \$150 non-refundable rescheduling fee. This fee applies if you reschedule your recital to a different date than it was originally scheduled, or if you schedule a recital during a different semester than the semester for which you register for your recital. In addition, a refundable \$25 deposit is required for all recitals. Exceptions will only be approved with a valid note from a physician. If you are a graduate student, please note that rescheduling a final graduate recital to a different semester requires enrollment in at least one (1) graduate credit hour, since Graduate School Policy requires graduate students to be enrolled in at least one (1) credit hour during the semester in which they complete their degree. International Students must be registered full-time and fulfill the enrollment requirements set forth by the International Student Office.

### **Recital Program Policy**

Students are not permitted to design and print their own recital programs. Performing rights organizations (ASCAP, BMI) require all School of Music programs to be submitted in standardized format. Program information for all concerts and recitals sponsored by the School of Music must be submitted to the Programs Coordinator at [programs@music.utah.edu](mailto:programs@music.utah.edu) at least two (2) weeks prior to the recital date. If you do not submit your program two weeks in advance you will forfeit your \$25 refund. Please refer to Procedures for Printed Programs at <https://music.utah.edu/students/RecitalProgramGuidelines2015.pdf>.

Students must pick up their recital program prior to their recital during School of Music Office hours (Monday – Friday, 8:00 AM – 5:00 PM).

### **Piano Policy**

Please review the Piano Policy located at <http://music.utah.edu/students/forms-applications.php>. All recitals, except for those by piano performance majors are to use the Hamburg or the old New York piano. The new New York piano is to be used **only by piano performance majors** for their recitals.

### **Harpsichord Policy**

The harpsichords can only be used in David P. Gardner Hall. We cannot move them to another location for recitals, i.e. Vocal Arts Center, Fine Arts West Recital Hall, etc. If your recital requires a harpsichord, it must be scheduled in Gardner Hall, no exceptions. The single-manual harpsichord is the only harpsichord to be used in Dumke Recital Hall. The Facilities Coordinator must know a month in advance if you require a harpsichord. This gives enough time to make arrangements to move the harpsichord and have it tuned. **Do not move harpsichords yourself.** They are easily damaged.