

### Student Recital Scheduling Policy

- **Undergraduate Students** – Select three (3) prioritized dates for your recital. This selection needs to be made with your private teacher.
- **Graduate Students** – Select three (3) prioritized dates for your recital. This selection needs to be made with your supervisory committee and private teacher.
  - *Masters Students* – Previews must be 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.

### 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, 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 <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 and the recital access card is returned. 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 Clark Green Room. Water is the only drink allowed.

### **Digital Recording**

In order to download a digital recording of your recital, please see the instructions at the McKay Music Library circulation desk.

### **Recital Rescheduling Policy**

To reschedule your recital for a different date or to schedule a recital during a different semester than the semester you registered for your recital there will be a \$150 non-refundable rescheduling fee. In addition, a refundable \$25 deposit is required for all recitals. Exceptions will only be approved with a valid note from a physician. Please be advised 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. All International Students must be registered full-time and fulfill the enrollment requirements set 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 and recital access card 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 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.

### **Temporary COVID-19 Policies**

- All degree recitals must take place at the School of Music and they must follow all safety measures required by the School of Music. No off-campus degree recitals will be approved for Spring 2021.
- All Spring 2021 recitals must be completed before April 27, 2021. No recitals will be held during the online period March 1, 2021-March 14, 2021, non-instructional days March 5, 2021 and April 5, 2021 and Presidents' Day Holiday, February 15, 2021.

- Recitals cannot go over 1 hour in length. There is a mandatory 30-minute air-exchange period between recitals.
- No live audiences are allowed at student degree recitals, except for 1) a student's instructor(s), 2) members of a student's Graduate Supervisory Committee, and 3) video-streaming staff.
  - a. No more than a total of 20 people are allowed in the recital space, and everyone in the space must wear a mask and observe all safety precautions required by the University.
- Please note that live-streaming of degree recitals is mandatory, since under the current circumstances the live-stream has become essential if the recital performance is to be a public performance, as required by our accrediting organization.

**Safety Guidelines for all musicians performing in degree recitals**

1. Bring your own music stand.
2. Wash your hands before entering the recital hall.
3. Wear a mask and maintain at least 6 feet of physical distancing as you enter and exit the recital hall.
4. Use a disinfecting wipe to wipe down keyboard keys, and piano bench knobs. Avoid wiping finished wood surfaces on pianos and benches. Hand sanitizer and disinfecting wipes are stationed in the performance halls.
5. Wash your hands after exiting the recital hall. In general, practice good hygiene –wash your hands frequently, carry hand sanitizer if possible, and try not to touch your face.
6. Physical Distancing requirements
  - a. For voice and wind instrument performers:
 

Maintain at least 10 feet between performer and accompanist. If additional voice/wind performers are performing, 10 feet must be maintained between each voice/wind performer and all other performers.
  - b. For other instrumental performers:
 

Maintain at least 6 feet between performer and accompanist. If additional performers are performing, 6 feet must be maintained between each performer and all other performers.
7. Face Coverings: All performers playing in a recital must wear a mask throughout rehearsals, dress rehearsals, warm-up and recital performance.
 

Special cases:

  - a. Voice: Wear customized face covering for singers.
  - b. Flute/ Piccolo: Wear customized face covering for flutists.
  - c. Oboe/ Clarinet/ Saxophone/ Bassoon: Wear mask with small slit for mouthpiece or bocal. Place MERV13 filter material over bell with hair tie/rubber band.
  - d. Trumpet/ Trombone/ Baritone/ Euphonium/ Tuba: Wear mask with small slit for mouthpiece. Place MERV13 filter material over bell with hair tie/rubber band. To empty water keys use Puppy Training Pads or another condensation collection vessel.
  - e. French Horn: Wear mask with small slit for mouthpiece. Place MERV13 filter material over bell with hair tie/rubber band and cut a slit to insert hand into the bell. To empty water keys use Puppy Training Pads or another condensation collection vessel.