Student Recital Scheduling Policy  
Spring 2018

Step 1:  Undergraduate Students – Select three (3) prioritized dates for your recital and three (3) dates for your dress rehearsal. Please list your dates in order of preference. This selection needs to be made with your private teacher. Indicate these dates on page 3 and obtain the necessary signatures on page 4.

Graduate Students – Select three (3) prioritized dates for your recital and three (3) dates for your dress rehearsal. This selection needs to be made with your supervisory committee and private teacher. Indicate these dates on page 3 and obtain the necessary signatures on page 4.

- 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.

Step 2: Bring this completed form to the Facilities Coordinator in DGH 204 to schedule your January 2018 - April 2018 recital. If we are not able to accommodate any of your three dates you will need to go back to Step 1 and begin the process again. We cannot hold dates for recitals or for rehearsals.

In order to receive first priority please bring your completed form on the days below starting at 9:30 AM. Please be aware that the Facilities Coordinator will not be available to schedule recitals during her lunch break from 2 PM – 3 PM.

- Graduate Students only: Tuesday, January 16 & Wednesday, January 17.
- Senior Recitals and Graduate Students only: Thursday, January 18 & Friday, January 19.
- Junior Recitals/Non-Degree Recitals, Graduate Students and Senior Recitals only: Monday, January 22.

- Recitals can be scheduled after these dates but please be aware that available recital times will be limited.

Step 3: Recital Fee Schedule

Degree Recitals: A deposit of $25 in addition to the regular Course Special Fee ($150) is required at the time a recital is scheduled. Music Education and Jazz Composition majors who request an hour recital must pay the total $175 ($150 + $25).

- If the recital is canceled or the date is changed after receipt of payment for any reason, the entire $25 deposit is forfeited
- Upon successful completion of the degree recital, students will be refunded the $25 deposit (see above) provided the facilities used are clean and undamaged, programs were received 2 weeks prior to recital date and the recital access card was returned. Refunds must be picked up within three weeks after the recital date or you will forfeit the refund.
- 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.
**Junior Recitals and Non-degree Recitals:** A non-refundable scheduling deposit of $150 is required at the time a recital is scheduled.

- Students are entitled to use the Ida Smith Clark Green Room for non-degree/junior recitals as part of the fee. Food is not allowed in the Clark Green Room. Water is the only drink allowed.

**Step 4:** Please make checks or money order payable to: *University of Utah School of Music*.

**Step 5:** 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).

**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. 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 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 http://music.utah.edu/students/forms-applications.php.

**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.
School of Music ✦ Student Recital Scheduling Request ✦ Spring 2018
Recital and Dress Rehearsal dates become finalized only after the deposit has been paid.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID #</th>
</tr>
</thead>
</table>

E-mail Address ____________________________

Cell# ____________________________ Who is your private instructor? ____________________________

Instrument/Voice Type ____________________________ Major ____________________________

<table>
<thead>
<tr>
<th>Recital</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time*</td>
<td>(See below for allowed start times)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
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</tr>
</tbody>
</table>

| Preview (Masters Students Only) | 1st Choice | 2nd Choice | 3rd Choice |
|                                |            |            |            |
| Date                           |            |            |            |
| Time                           |            |            |            |
| Location                       |            |            |            |

*Standard recital start times are as follows:

Monday-Friday – 4 PM, 6 PM & 8 PM (warm-up is allowed half-hour prior to recital time)
Saturday-Sunday – 10 AM, 12 PM, 2 PM, 4 PM, 6 PM, 8 PM (warm-up is allowed half-hour prior to recital time)

# of Music Stands ______ # of Chairs ______

Piano ______ Harpsichord ______ (The harpsichord is only available for recitals in David P. Gardner Hall.)

Will the Ida Smith Clark Green Room Be Used? YES □ NO □

Will Refreshments Be Served? YES □ NO □ (Receptions must be held in the Engebretson Student Lounge)

Special Needs/Notes ____________________________

Office Use Only

Finalized Recital Date and Time ____________________________

Finalized Dress Rehearsal and Time ____________________________

Finalized Preview and Time ____________________________

Is this a recital being rescheduled from a previous finalized recital date? YES □ NO □
Type of Recital:

Undergraduate Students

- MUSC 4920 – Senior Recital
- Music Education 1-Hour Recital
- Jazz Composition Majors
- Junior Recital
- Non-Required

Please only sign once the form is completely filled out by the student.

Private Instructor Approval: ___________________________ Date

Major Area Coordinator Approval: ___________________________ Date

Academic Coordinator Approval (Cassie Wagstaff): ___________________________ Date

Semester/Year Registered for Recital (See Rescheduling Policy)

Graduate Students

Masters:

- MUSC 6920 – Master’s Performance I (Recital I)
- MUSC 6930 – Master’s Performance II (Recital II)
- MUSC 6940 – Master’s Performance II (Recital III)
- MUSC 6950 – Conducting Performance Recital I
- MUSC 6960 – Conducting Performance Recital II

DMA:

- MUSC 7920 – DMA Performance I
- MUSC 7930 – DMA Performance II
- MUSC 7940 – DMA Performance III
- MUSC 7950 – DMA Lecture Recital
- MUSC 7960 – DMA Related Field Recital

Please only sign once the form is completely filled out by the student.

Private Instructor Approval: ___________________________ Date

Supervisory Chair Approval: ___________________________ Date

Major Area Coordinator Approval: ___________________________ Date

Academic Coordinator Approval (Cassie Wagstaff): ___________________________ Date

Semester/Year Registered for Recital (See Rescheduling Policy)

Undergraduate and Graduate Students:

By signing my name below, I acknowledge that I have read and understand the Student Recital Scheduling Policy and other policies regarding student recitals located in the undergraduate handbook and graduate handbook available at http://www.music.utah.edu.

Student’s Signature ___________________________ Date

Office Use Only

Deposit Amount $ ___________________________ Date Received ___________________________

Form of Payment/Check # ___________________________ Received By ___________________________