

Student Recital Scheduling Policy Spring 2019

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 2019 - April 2019 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:* Monday, January 14, 2019 & Tuesday, January 15, 2019.
- *Senior Recitals and Graduate Students only:* Wednesday, January 16, 2019 & Thursday, January 17, 2019.
- *Junior Recitals/Non-Degree Recitals, Graduate Students and Senior Recitals only:* Friday, January 18, 2019.
- **Recitals can be scheduled after these dates but please be aware that available recital times will be limited.**

Step 3: 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 the Music Office. In addition, a refundable \$25 deposit is required for all recitals, payable at the Music Office. 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 was 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.

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 2019

Recital and Dress Rehearsal dates become finalized only after the deposit has been paid.

Name _____ Student ID # _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address _____

Cell# _____ Who is your private instructor? _____

Instrument/Voice Type _____ Major _____

Recital	1 st Choice	2 nd Choice	3 rd Choice
Date			
Time* <small>(See below for allowed start times)</small>			
Location			
Preview (Masters Students Only)	1 st Choice	2 nd Choice	3 rd Choice
Date			
Time			
Location			
Dress Rehearsal	1 st Choice	2 nd Choice	3 rd 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 Refreshments Be Served? YES NO

(Receptions can be held in the foyer outside of the Dumke Recital Hall but is limited to 30 minutes after recital)

Special Needs/Notes _____

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 _____

Type of Recital:

Undergraduate Students

_____ MUSC 4920 – Senior Recital

_____ Non-Credit Bearing Recital (i.e. Junior, 1-hour Music Education, etc.) Indicated Type of Recital _____

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 (Sarah Reichel): _____ 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 (Sarah Reichel): _____ Date _____

Semester/Year Registered for Recital (See Rescheduling Policy) _____

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 or a previous semester? YES NO

Amount Paid \$ _____ Date Received _____

Form of Payment/Check # _____ Received By _____

Date Recital Entered into Trumba Calendar _____

Date Recital Entered into the Programs Needed Spreadsheet _____

Date Recital Entered into Recital Tracking _____

Date Recital Refund Requested _____