

THE UNIVERSITY OF AKRON
SCHOOL OF MUSIC
Recital Reservation Form

This form is required for ALL student recitals, both solo and ensemble.

First Name: _____ Last Name: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

GR SR JR SO FR Current applied music level: _____ Instrument: _____

Circle the type of recital you are scheduling: Non-degree
Degree Junior Senior (7500:457.00x) Graduate (7500:698)

If you are scheduling a senior recital or graduate recital, you are required to be registered for the appropriate course.

Applied Instructor: _____ Degree Program: _____

Expected Date of Graduation: _____ Name of Accompanist: _____

Recital Location: Guzzetta Recital Hall Other _____

ALL degree recitals MUST be in Guzzetta Recital Hall.

Assistant Director of the School of Music's Signature (Mr. Jorgensen) for off-campus performance _____

Which keyboard instrument do you need for your recital? Piano Harpsichord Organ None

Is this a shared recital? If so, who is performing the other half? _____

(Before confirmation, BOTH forms need to be completed within the timeline.)

*RECITAL DATE **must be requested in 4D**: _____ Start time _____ (See guidelines for available starting times.)

Recital set-up time will be 30 minutes prior to the start of the recital. There is a 90 minute time limit on all recitals.

GRH Rehearsals: Date: _____ Start time: _____ End time: _____

Must be requested Date: _____ Start time: _____ End time: _____

in 4D Date: _____ Start time: _____ End time: _____

(See guidelines regarding rehearsals. It is best to schedule your rehearsal times when you schedule your recital to ensure that you will have Hall time.)

*Accompanist Signature: _____ Phone: _____ Date: _____

(Signature indicates that the accompanist is available and will be prepared for the above rehearsals and recital dates.)

*Applied Instructor Signature: _____ Date: _____

(Signature indicates that the instructor believes that the student is qualified and will be prepared to perform on the above recital date.)

*Section Chair Signature: _____ Date: _____

(Signature indicates that the section chair believes that the student is qualified and will be prepared to perform on the above recital date.)

*Signature of Concert Coordinator (Patty LaNasa): _____ Date: _____

(Signature verifies the timely completion of this form, payment of the recital fee, and formal confirmation of the requested reservations.)

Are you planning on using the Atrium afterwards? _____ yes _____ no (subject to availability)

Scheduled with Concert Coordinator (Patty LaNasa): _____ Date: _____

Please note that this completed form with all necessary (*) signatures is to be submitted within two weeks of your computer request. Failure to return this form to the Concert Coordinator by the two-week deadline cancels your computer request and releases your requested dates. **A NON REFUNDABLE \$50.00 Recital Fee, and \$50 accompanist fee (if using a UA accompanist) MUST accompany this request.** A copy of this form will be returned to your applied instructor after your requested dates are confirmed.

YOU MUST PASS YOUR RECITAL HEARING AT LEAST THREE WEEKS BEFORE YOUR RECITAL OR YOUR RECITAL WILL BE CANCELLED.

For Office Use Only

Notes to student/applied instructor from Concert Coordinator:

<input type="checkbox"/> Added to 4D	_____
<input type="checkbox"/> Added to Calendar	_____

Scheduling of Student Recitals

Follow these easy steps to secure your recital and rehearsal dates.

Find a Recital Date – REQUEST IN 4-D. A REQUEST IS NOT A CONFIRMATION. PLEASE CHECK FOR CONFLICTS.

- Check the scheduling computer in the Music Office and select your recital date. Be sure to keep in mind that the date has to be acceptable to you, your applied teacher and accompanist. ALL NON DEGREE RECITALS MUST BE GIVEN DURING THE FIRST EIGHT WEEKS OF THE SEMESTER.

Recital times are as follows:

Monday – Thursday	8:00 p.m.
Friday	6:00 p.m./8:00 p.m.
Saturday & Sunday	1:00 p.m./3:00 p.m./5:30 p.m./7:30 p.m.

Set up time for recitals will be 30 minutes prior to the recital. Recitals will be limited to 90 minutes.

- Schedule rehearsal times. REQUEST IN 4-D. PLEASE CHECK FOR CONFLICTS.

These rehearsal times **cannot** take place :

Monday – Thursday	7:00 p.m. – 10:00 p.m.
Friday	5:30 p.m. – 10:00 p.m.
Saturday & Sunday	12:30 p.m. – 10:00 p.m.

It is truly best to secure the rehearsal times at this point.

Amount of rehearsal time is dependant on the type of recital being given:

Non-degree recital	1 hour
Junior Degree recital	2 hours
Senior/Graduate Degree recital	3 hours

Complete the Recital Reservation Form

- Indicate your choice of recital date.
- Indicate your choice of rehearsal times.
- Secure the signature of your accompanist.
- Secure the signature of your applied music instructor.
- Secure the signature of your section chair.
- Take the completed form, \$50 recital fee, and \$50 accompanist fee (if using a UA accompanist) to the Concert Coordinator for final approval.
- If you plan to use the atrium for a reception, please see Concert Coordinator.

It is very important that you submit your completed "Recital Reservation Form" and \$50.00 **NON REFUNDABLE** recital fee, **PLUS \$50 ACCOMPANIST FEE (IF USING A UA ACCOMPANIST)** to the Concert Coordinator within two weeks of making your computer request. Your date will only be held for two weeks. After that time, the request will be marked as denied and will be removed from the computer.

Please be sure to read and follow the complete guidelines about student recitals which include information on recital requirements, hearings, publicity, programs, etc.

My signature below indicates that I have read and understand the policies and procedures established by the School of Music for the scheduling of recitals. I understand that if I cancel my recital, I am not entitled to a refund of the recital fee. I also understand that if I reschedule my recital, I am required to submit a new recital fee.

Student Signature: _____ Date: _____

Guidelines for the Scheduling of Student Recitals

All recitals in the School of Music will be scheduled according to the School of Music policies for event scheduling. These policies give priority to the scheduling of special events, ensembles, visiting artists and faculty recitals before any other concert or rehearsal times may be reserved. Please follow the instructions on both sides of the Recital Reservation Form and read over these policies when scheduling your recital. If you have any questions, please contact the Concert Coordinator.

Recital Requirements

Students must be enrolled in applied music during the semester in which the recital is given. All degree recitals must be given within the academic year. Non-degree recitals must be given during the first eight weeks of the semester. The last instructional day of the semester is the last day a recital may be given. There are **NO** recitals given during finals week.

Graduate students must be at the 600 level of applied study to schedule a degree recital and must be registered for Graduate Recital (7500:698) during the semester in which the recital is given.

All undergraduate students must be registered for Senior Recital (7500:457) during the semester in which the senior recital is given. Undergraduate performance majors may schedule a junior recital date after successfully jurying to the 300 level and a senior recital date after successfully jurying to the 400 level. Undergraduate music education majors may schedule a (half) senior recital date after successfully jurying to the 300 level.

Non-degree recitals may be scheduled with the approval of the applied instructor, but must be scheduled during the first eight weeks of the semester.

Recital Hall Availability

ALL recitals require a \$50 recital fee, and additional \$50 accompanist fee, if using a UA accompanist. This **NON REFUNDABLE** fee must accompany the Recital Reservation Form. In the event that a student cancels a recital, the fee will **NOT** be refunded. Any rescheduling of a recital requires payment of another recital fee (\$50 for recital, \$50 for accompanist).

Recitals may be scheduled at the following times:

Monday through Thursday	8:00 p.m..
Friday	6:00 p.m./8:00 p.m.
Saturday and Sunday	1:00 p.m./3:00 p.m./5:30 p.m./7:30 p.m.

Recital set up times will be 30 minutes prior to the scheduled time. There is a 90 minute time limit on all recitals.

In addition to the recital date, a student will be allowed to reserve rehearsal times in Guzzetta Recital Hall prior to the recital. The amount of time available in Guzzetta Recital Hall is also determined by the type of recital being given.

Non-degree recital	1 hour
Junior degree recital	2 hours
Senior/Graduate degree recital	3 hours

These rehearsals will not be permitted during the hours of 7 p.m. to 10 p.m., Monday through Thursday; 5:30 p.m. to 10 p.m., Friday; 12:30 p.m. to 10 p.m., Saturday and Sunday.

Recital Hearings

Recital hearings should be completed at least 3 weeks prior to the scheduled recital. If the recital hearing is unsatisfactory, the faculty advisor must inform the Music Office so the rehearsal times and recital time can be cleared from the schedule and made available to others.

Recital Publicity

After a successful recital hearing--but not more than two weeks prior to the recital, students may place posters advertising the program on bulletin boards in the School of Music. Announcements are **ONLY** allowed on bulletin boards, lockers, and wooden doors. **Signs posted against policy will be removed.** It is important that the student also remove all advertising after the program is completed—including the tape used to secure announcements in place.

Recital Workers

Two recital workers from the student's section must be assigned by the Applied Instructor. These workers will set up pianos, stands, chairs, open hall door, etc. and distribute recital programs. All recital workers must dress in black or other appropriate "dress" attire, i.e. no jeans, flip flops, tennis shoes, etc. Concert dress for recital workers/page turners is required.

Cancellations

Notify Concert Coordinator and School of Music Office of ALL cancellations of recitals/concerts ASAP. Put signs up on Guzzetta Recital Hall door to notify patrons of cancellation.

Programs

It is the student and applied instructor's responsibility to type, edit and proof the recital program. Please see that the program below is used as a guideline for preparing the program. The program must be submitted to the Music Office at three weeks before the recital. The office staff will see that programs are copied and will return them to the applied instructor's mailbox. **Please be sure to provide four copies of the recital program to the Concert Coordinator for accounting/copyright purposes.**

All programs should be formatted to 8 ½ x 5 ½ . Format Microsoft Word to "landscape" and two columns. No narrower than ½ " margins on the edges, with a 1" column divider. Please see Patty LaNasa if you have questions on how to do this.

The University of Akron Buchtel College of Arts and Sciences School of Music Presents a _____ recital	
PERFORMER, instrument NAME, piano	
Title of composition I. Movements	composer (birth and death dates)
Title of composition I. Movements	composer (birth and death dates)
INTERMISSION	
Title of composition I. Movements	composer (birth and death dates)
<i>This recital is given in partial fulfillment of the requirements for the degree <u>Bachelor of Music in Music Education</u> (fill in your degree)</i>	
_____ day at _____ p.m. Date Month Year Guzzetta Recital Hall	

Other Items of Note

- ◆ No musical selections (including encores) may be performed at a recital that have not been submitted first to a recital hearing.
- ◆ No flash cameras are permitted at recitals. An unobtrusive video camera may be set up to record the entire recital.
- ◆ Recitals may only take place off campus with the approval of Mr. Jorgensen after a written request is submitted by the Applied Instructor.
- ◆ A special request for harpsichord tuning must be made to the Concert Coordinator at least 10 working days prior to the performance.
- ◆ You will be supplied with one "raw" CD of your recital performance in Guzzetta Recital Hall. Copyright law prohibits the School of Music from duplicating CDs without express permission of the composer.