



## DEGREE RECITAL SCHEDULING REQUEST PREP LIST

### SUBMISSION DEADLINES: October 15 for Spring Recitals | April 23 for Fall Recitals

Please use this form to prepare your Degree Recital scheduling request for UCA Event Services. It is based on the School of Music, Theatre, and Dance's Music Advisory Council requirements for undergraduate recitals.



### GENERAL INFORMATION

Below you will find general information for all recitals. Complete undergraduate student recital guidelines can be found in the [Student Handbook](#).

**PROGRAMS:** Students are responsible for preparing and printing their own programs. Approved [templates](#) for the recital program must be used and can be found on the Y Drive in the Computer Lab (G204). Applied instructors must approve the program and a PDF copy must be [uploaded](#) for record-keeping purposes.

**DATE/TIMES:** Specific date or time requests are not allowed and may slow down your approval unless it is at your applied instructor's request to accommodate [their](#) availability.

**HARPSICHORD:** If a harpsichord is required you must contact Dr. Bacon two weeks before the recital to schedule tuning at [joel.bacon@colostate.edu](mailto:joel.bacon@colostate.edu). Event Services cannot guarantee the use of the harpsichord for any rehearsals or dress rehearsals due to staff availability.

**DRESS REHEARSALS:** Students giving a full recital may schedule one 2-hour dress rehearsal in the recital venue and students giving a half recital may schedule one 1-hour dress. The student is responsible for making these arrangements with the applied faculty and collaborative pianist and it is the responsibility of the applied faculty to reserve the venue and provide access. Event Services staff are not assigned to dress rehearsals.



### RECITAL SCHEDULING PROCESS

Recital requests are accepted starting October 15 for Spring recitals and May 1 for Fall recitals and must be submitted via the [online form](#). Recital dates are assigned based on the order [complete](#) requests are received. A copy of your request will be emailed to you, your applied faculty, and your accompanist upon submission. Students, instructors, and accompanists will be notified of the assigned date and time approximately two weeks after the submission deadline.



### REQUIRED SUBMISSION INFORMATION

Collect the information below before starting the online form. You will be asked to confirm that you have the approval of your applied instruction and accompanist to submit the form.

**DATES:** You will be required to list three 'date range' options for the scheduling of your recital. Confirm date and time availability of your applied instructor and accompanist before starting the request.

**VENUE:** You will choose from the Organ Recital Hall, Runyan Music Hall, or Instrumental Rehearsal Hall for your recital. Confirm venue availability with your applied instructor before starting the request. Graduate students, Jazz or Composition students may also choose Griffin Concert Hall.

**CONTACT INFO:** You will need the name and email addresses of your applied instructor and accompanist.

**RECITAL LENGTH:** You will be asked if this is a 30-minute half recital or a 60-minute full recital. Refer to the [Student Handbook](#) for information.

**RECITAL TYPE:** You will be asked what type of recital you will be presenting, such as *Music Education Senior Recital*, *Composition Recital*, *Graduate Performance Recital*, or *Performance – Piano*, etc.

**RECEPTIONS:** You will be asked if you wish to have a reception following your recital. Please see additional information later in this form.



### **AUDIO/VIDEO and RECORDINGS**

Please contact Jim Doser, UCA Technical Coordinator, at [james.doser@colostate.edu](mailto:james.doser@colostate.edu) with any audio, video, or recital sound questions. Consult the [Student Handbook](#) if you have advanced technical needs.

**AUDIO/VIDEO RECORDINGS:** The UCA Technical staff will automatically provide an audio and video recording. These recordings will be unedited and handed to the student immediately following the performance.

**RECITAL SOUND:** Be sure to contact Jim Doser at least 4-weeks in advance with any special pre-recorded accompaniment or other electronic needs.

**STREAMING:** Students may not post their recitals to any social media due to copywrite concerns unless it is posted privately where only people with the private link can view the video.

**EVENT STAFF:** Your House Manager, Stage Manager, and Audio Technician are scheduled 45 minutes (*60 minutes for percussion recitals*) prior to your recital time. Access to the performance venue will not be available prior to this time. In some cases, your access may be less than 45 minutes due to earlier recitals running late. It is important for you to start your recital on time and end within the allotted/scheduled time.



### **RECEPTION INFORMATION**

Please confirm your reception with your Event Services staff when you arrive. Reception setup is limited to your venue access time. No refrigeration or food storage is available.

- Receptions are only allowed in the hallway outside your recital venue and are limited to 30 minutes.
- Student must remove any reception trash and will be charged if any carpet cleaning is required.
- Event Services staff will provide one folding table (*no table linen*) for use during your reception.



### **QUESTIONS**

Please contact Valerie Reed, Assistant Events Manager, at [valerie.reed@colostate.edu](mailto:valerie.reed@colostate.edu) for any scheduling questions and Jim Doser at [james.doser@colostate.edu](mailto:james.doser@colostate.edu) for any technical questions. Please contact your applied faculty for all other questions.

### **RECITAL CANCELLATIONS**

If a student cancels a recital for any reason, other than a family emergency, he/she may not reschedule that recital until the following semester. However, if the student and applied teacher believe that extenuating circumstances exist, they may petition the School of Music, Theatre, and Dance's Music Advisory Council for an exception. Even with Council approval, rescheduling of the recital within the same semester will be possible only if there remains an available recital slot. If you need to cancel your recital for reasons other than health, you must notify UCA Event Services.

### **LATE REQUESTS**

Students requesting a recital date after the submission deadline must follow all policies and procedures as usual but will need to provide wide date and time options as most slots will have already been filled. UCA Event Services will make every effort to accommodate your recital request, however, if no appropriate dates are available the recital will not be scheduled.

### **NON-DEGREE RECITALS**

CSU-sponsored non-degree recitals are not permitted at the undergraduate level unless approved by the Music Advisory Council upon recommendation by the appropriate applied area. Complete information can be found in the [Student Handbook](#).

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