

# BYU SCHOOL OF MUSIC REQUIRED STUDENT RECITAL CHECKLIST

## 3-4 months in advance

- Go to the School of Music office in C550 to obtain the following forms:
  - Required Recital Approval Form
  - Financial Policies for Student Recitals
- Get two signatures
  1. Faculty member (either your private lesson instructor, composition instructor, or the Commercial Music Division Coordinator)
  2. Studio Area Head/Division Coordinator
- Go to the Advisement Center in D444 HFAC and ask to be flagged so that you can register for your recital class.
- Register for the appropriate recital (Music 249, 349, 449, 649, 650, 697B)
  - Print your registration as proof of enrollment. (You will not be allowed to schedule a recital without this.)
- Schedule your recital
  - Take the signed approval form and your proof of registration to HFAC Scheduling in C306 during your assigned signup time.
  - You may also schedule a rehearsal at this time.

## 3-4 weeks in advance

- Schedule a Pre-Recital Hearing with your instructor and faculty committee.
- Submit your completed Set-up Packet to HFAC Scheduling, including the following:
  - Stage set-up and technical needs
  - Stage diagram
- If you would like the standard BYU program format, submit your program request to <http://studentrecitals.byu.edu>
  - Deadline is *3 weeks* prior to recital; any program requests made after this deadline will not be accepted.
  - You must email [h\\_reed@byu.edu](mailto:h_reed@byu.edu) with any changes or cancellations.
  - Changes cannot be made to your program after *7 days* prior to the recital.
  - Student and/or professor approval(s) of drafts are *required* for printing.

## 1 week in advance

- Check with the **Scheduling Office** to make sure everything is in order

\* F201 HFAC can also be scheduled for recitals. Other performance venues that can be scheduled through HFAC Scheduling are UPC 220, UPC 313, B092 JFSB, 151 TNRB, 251 TNRB, 321 MSRB, or the MOA Auditorium. F201 and venues outside of the HFAC may not be scheduled until after the add/drop deadline. *Note: Receptions are not allowed at any of these venues. However, if your recital is in the MOA Auditorium, you may schedule a reception in the HFAC.*

# REQUIRED STUDENT RECITAL GUIDELINES

Updated 8/31/16

## Scheduling the performance and rehearsal:

- Performances are scheduled in the order listed below.

### For Fall Semester

Beginning the first day of fall semester classes and continuing for three class days thereafter, students registered in **Music 649, Music 650, or Music 697B** may schedule recitals.

On the fourth day of classes continuing for three days thereafter, students registered in **Music 449** may schedule recitals as well as **Music 249 piano performance students**.

On the seventh day of classes, students registered in **Music 349** or **Music 249** may schedule recitals.

NOTE: Saturdays and Sundays are not included in the counting of class days.

### For Winter Semester

Beginning the first day of winter semester registration, students registered in **Music 649, Music 650, or Music 697B** may schedule recitals.

One week after winter registration begins, students registered in **Music 449** may schedule recitals as well as **Music 249 piano performance students**.

Two weeks after winter registration begins, students registered in **Music 349 or Music 249** may schedule recitals.

### For Spring Term

There is no priority signup. Once you have registered for the class, you may visit the Scheduling Office with the appropriate forms in hand.

- Recitals must be scheduled at least 4 weeks in advance.
- Recitals are scheduled at 5:30 p.m., 7:30 p.m., or 9:30 p.m. Tuesday-Saturday. Saturdays include additional times of 1:30 p.m. and 3:30 p.m.
- Recitals are scheduled for one hour only.
- Recitals and rehearsals may not be scheduled on Monday nights or during General Conference weekend.
- Recitals may only be given beginning the first day of class and ending the last day of class. They may not be given during exam preparation days, finals, or semester breaks.

## Schedule a dress rehearsal in the hall in which you will perform:

- Students may schedule a single one-hour rehearsal in the performance hall. They may also schedule up to two hours of rehearsal in E250, E400, or E432, depending upon availability.
- HFAC Scheduling must have at least 10 days' notice for all rehearsals.  
(*Exception: Due to space constraints, rehearsals in the Museum of Art are not permitted. However, a rehearsal may be scheduled in an HFAC room.*)

## What you get:

- For a required recital, the School of Music will cover the cost of the hall. You will be provided a stage manager, programs, piano tuning, general concert lighting, and a house manager. Late requests are approved only as exceptions.

## For your performance:

- *Invocation:* You are responsible for choosing someone to offer a prayer. If in the Madsen, the stage manager will provide a list of announcements to be given regarding emergency exits, flash photography, etc.

- *Ushers*: As per the safety policy, Arts Production will provide ushers for the Madsen Recital Hall.
- Chairs, stand, plants, etc., from other rooms or the foyers may *not* be moved into the Madsen for performances or rehearsals.
- Student performers and audience members may enter the hall **30 minutes prior** to the performance start time. Performers and guests should vacate the hall promptly following your performance or rehearsal.
- Food and drink are *not* allowed in the performance spaces. Please inform guests of this policy.
- If a reception is planned, it may **only** be held in the area just outside of E400. Food may not be served elsewhere in the building. Please serve light refreshments only. Receptions should last no longer than 30 minutes. You are responsible for cleaning up all food, trays, etc.

### **Set-up Packet includes:**

- **Deadlines Page**: This page gives the dates when all information in the Set-up Packet must be returned to HFAC Scheduling. *If the packet is returned late, programs, recordings, or proper set up will not be guaranteed for the performance.*
- **Stage Setup and Technical Needs Page**: Indicate the services and quantities needed.
  - Limited OIT services are available for student recitals. Please indicate any OIT needs on the packet.
  - Harpsichords may be scheduled with a Harpsichord Approval Form, available at HFAC Scheduling. Alex Woods in E546 must sign this approval form.
  - If tables, chairs, and trash receptacles are needed for a reception, please indicate. Receptions can only be held outside of E400.
- **Recordings**: Performances in most halls can be recorded. The fees for recording a performance are listed in the **Financial Policies for Student Recitals** form. If you are performing a senior recital (449) or a final graduate recital (650, 697B), you are required to have it recorded. Recording of non-final graduate (649), junior (349), sophomore (249), and non-required recitals is optional. Recording costs will be billed to your student account.

**Turn in the Set-up Packet to HFAC Scheduling no later than the date highlighted on the deadline sheet.**

### **Schedule your Pre-Recital Hearing:**

- Hearings should occur approximately 3-4 weeks prior to the scheduled performance.
- Student hearings are performed in front of a committee consisting of the private lesson instructor and other area faculty. Coordinate with your professor who will contact the jury for your hearing.
- In the case of a failed hearing, HFAC Scheduling should be notified immediately for a change of date. Failure to act quickly may result in inability to use facilities or equipment.

### **Publicity:**

- Students are responsible for their own publicity; however, the Marketing Office will publicize recitals as part of the “On the Horizon” poster in the HFAC. Students may place one flyer, no larger than 8.5” x 11”, on each main School of Music bulletin board in the areas marked “Recitals” and may place flyers in the cul-de-sacs of the practice rooms but not on the walls of the main hallways. No approval is needed. Students should remove posters by end of day following the recital, excepting Sundays.
- Only required recitals will be listed on the calendar at [byuarts.com](http://byuarts.com)

**Programs:**

- All programs must be submitted *at least 21 days in advance* and are submitted electronically through *studentrecitals.byu.edu*. Late submissions will not be accepted unless prior arrangements are made. Program PDF proofs will be e-mailed to faculty for editing and final approval. Programs will be delivered to the supervising faculty's office.

**Recital cancellation or date changes:**

- Make sure to schedule times and dates that do not have faculty or family conflicts. Only one cancellation/reschedule or date change is permitted per semester. Once this has occurred, you will have to wait until the next semester to have your recital. A medical emergency is the only exception.
- To cancel or to change a date, time, or venue for a performance, pick up a Cancellation/Change-of-Date form from HFAC Scheduling and have it signed by the instructor, the studio head or division coordinator.
- If it is determined that a student will not give the recital during the semester, the student will receive a "T" grade and must visit HFAC Scheduling to obtain a Cancellation/Change-of-Date form to reschedule the recital.
- If a student receives a "T" grade for the recital course, the recital must be given before the add/drop deadline of a following semester/term IF the student wishes to avoid the requirement of concurrent registration in lessons.

**At least one week prior to the performance, check with HFAC Scheduling to make sure everything is in order!**