

# BYU SCHOOL OF MUSIC

## REQUIRED STUDENT RECITAL CHECKLIST

### 3-4 months in advance (beginning of the semester or before)

- Check performance hall availability to select your recital date. The Madsen Recital Hall availability can be checked by calling HFAC Scheduling at 422-3002 or visiting their office at D359 HFAC (inside Pardoe south lobby). You can also visit the HFAC Scheduling website at <http://hfacscheduling.byu.edu> and look for availability.

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. If your recital is **outside** of the HFAC, you **cannot** schedule a reception **in** the HFAC.*

- Get a **Required Recital Approval Form** and a **Financial Policies for Student Recitals** form from the Music Office at C550 HFAC.
- Obtain the **faculty member's signature** (either your private lesson instructor, composition instructor, or the Media Music Division Coordinator) and your **Studio Area Head/Division Coordinator's signature**.
- Go to the Advisement Center in D444 HFAC **to be flagged** so you can register for your recital class.
- **REGISTER FOR THE APPROPRIATE RECITAL** (Music 249, 349, 449, 649, or 697B) and **print your registration as proof of enrollment**.

NOTE: You will NOT be allowed to schedule a recital unless you have proof of your registration for the appropriate recital class.

- **Take the signed approval forms and your proof of registration to HFAC Scheduling** in D359 to schedule your recital (inside Pardoe south lobby) **during your assigned signup time**. The Scheduling representative will sign the approval form and give you your Set-up Packet with important deadlines. **You may also schedule a rehearsal at this time.**

### 4 weeks in advance

- Schedule a **Pre-Recital Hearing** with your instructor and faculty committee.
- **Submit your completed Set-up Packet** which includes:
  - Stage Set-up and Technical Needs
  - Program Instruction Sheet (Programs are submitted electronically at *programs.byu.edu*.)
  - Accompanist Form
  - Stage diagram

### 3 weeks in advance

- **Submit your program information** to <http://programs.byu.edu>

### 1 week in advance

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

# REQUIRED STUDENT RECITAL GUIDELINES

Fall 2011

## 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** 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** 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.
- Performances are scheduled for one hour only.
- Performances and rehearsals may not be scheduled on Monday nights or during General Conference weekend.

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

- Students may schedule a single one-hour rehearsal prior to their performance.
- The Scheduling Office 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.*)

## 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 new safety policy, DAP 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.

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

- **Deadlines Page:** This page gives the dates when all information in the Set-up Packet must be returned to the Scheduling Office. ***If the packet is returned late, programs, CD 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 the Scheduling Office. Douglas Bush in E208 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. *If your recital is in the Museum of Art, you cannot schedule a reception in the HFAC.*
- **Programs:** All programs must be submitted *at least 21 days in advance* and are submitted electronically through *programs.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.
- **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 (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. The charge will typically post to your student account within 5 business days of turning in the Set-up Packet.

**Turn in the Set-up Packet to the Scheduling Office 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, the Scheduling Office 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 on all School of Music bulletin boards in the areas marked "Performances" or "Recitals." No approval is needed.
- To post fliers on campus bulletin boards, approval must be obtained at the WSC Information Desk. They will accept 8 posters of 8½" x 11" printed in portrait format only. The Information Desk personnel post flyers every Monday for that week only.

- All flyers are posted depending upon available space.
- All recitals will also be listed on the calendar at [byuarts.com](http://byuarts.com).

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

**Recital cancellation or date changes:**

- Make sure to schedule times and dates that don't 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 the Scheduling Office and have it signed by the instructor, the studio head or division coordinator, and the director of the School of Music.
- If a student receives a "T" grade, the student must visit the Scheduling Office to obtain a Cancellation/Change-of-Date form to schedule the recital in the next term or semester.
- If a student receives a "T" grade for the recital course, the recital must be given before the add/drop deadline of the following semester/term if the student wishes to avoid the requirement of concurrent registration in lessons.