

# GUIDELINES for REQUIRED STUDENT RECITALS

Updated Fall 2021

## Recital Venues

- The Madsen Recital Hall is the main performance venue. However, availability is limited.
- Other venues are F201 HFAC, 220 UPC, 313 UPC, 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 for most of these venues.*

## Off-Campus Required Student Recitals (organists)

- From the School of Music website (music.byu.edu), student obtains these additional documents:
  - Off-Campus Required Recital Scheduling document (checklist)
  - Off-Campus Recital Streaming Guide

## Priority Scheduling of 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, Sundays, and holidays 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 for Monday nights, General Conference Saturdays, or the Friday/Saturday of spring break weekend in March.
- 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.

## **Rehearsals: scheduled in the hall in which you will perform**

- Students may schedule a single one-hour rehearsal in the performance hall.  
*(Exception: Due to space constraints, rehearsals in the Museum of Art are not permitted. However, a rehearsal may be scheduled in an HFAC room.)*
- Students may schedule an additional 50-minute rehearsal in either E250, E400, or E432 depending upon availability.
- HFAC Scheduling must have at least 10 days' notice for all rehearsals.

## **Services Provided**

- Recitals in the Madsen Recital Hall: stage manager, programs, piano tuning, general concert lighting, and a house manager. Late requests are approved only as exceptions.
- Recitals outside the Madsen Recital Hall: programs and piano tuning only. There is no stage manager, lighting, or house manager.

## **Set-up and technical needs**

- Survey from HFAC Scheduling
  - After you schedule your recital, HFAC Scheduling will send you an email with a survey that you will complete to indicate your technical and set-up needs.
  - The emailed survey will also contain a link for submitting your program information.
  - Return the survey promptly. ***If the survey is submitted late, programs, recordings, or proper set up will not be guaranteed for the performance.***
- Recordings
  - Senior (449) and final graduate (650, 697B) recitals must be recorded. Performances in most halls can be recorded.
  - Recording of non-final graduate (649), junior (349), and sophomore (249) recitals is optional.
  - After the recital, student will be emailed a link to the recording. If you haven't received the link within two weeks, contact HFAC Scheduling.

## **Streaming**

Every required student recital (sophomore, junior, senior, graduate) will be booked for streaming. However, you are not required to stream your required recital.

If you wish to ***not*** have your recital streamed for any reason (including copyright issues):

- First consult with your teacher or faculty mentor.
- Convey your request to HFAC Scheduling via the resource packet at least three weeks prior to your recital.
- You can also communicate that you would not like the recital streamed via the web change form. <https://arts.byu.edu/web-change-form/>

## Programs

- All program requests must be submitted *at least 21 days in advance* and are submitted electronically.
- Late submissions will not be accepted unless prior arrangements were made.
- Program PDF proofs will be emailed to the student and the supervising faculty for editing and final approval. You must respond to this email or your program will not be printed.
- The program will be sent to Cougar Creations, 1010 WSC, for printing, and you will need to pick up the copies before your recital.
- Submit program request here: <https://forms/gle/obVod3ZBj8eZdx169>

## Invocation, Ushers, Venue specifics

- *Invocation/Announcements*: You are responsible for choosing someone to offer a prayer. In the Madsen, the stage manager will provide a list of announcements to be given regarding emergency exits, flash photography, etc.
- *Ushers*: In the Madsen, ushers will be provided.
- In the Madsen, chairs, stand, plants, etc., from other rooms or the foyers may *not* be moved into the room 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 any performance space. Please inform guests of this policy.

## Receptions

- Receptions are not permitted at any of these venues: F201 HFAC, 220 UPC, 313 UPC, B092 JFSB, 151 TNRB, 251 TNRB, 321 MSRB, and MOA Auditorium. However, if your recital is in the MOA Auditorium, you may schedule a reception in the HFAC, if availability permits.
- In the HFAC, receptions may **only** be held in the area just outside of E400 and no elsewhere, including the foyers of the recital hall. *Please inform those setting up your reception that the tables outside of E400 must not be moved into the recital hall foyers.*
- Receptions should last no longer than 30 minutes.
- Serve light refreshments only.
- Student is responsible for cleaning up all food, trays, etc.

## Pre-Recital Hearing

- Should occur approximately 3-4 weeks prior to the scheduled performance
- Performed in front of a committee (jury) 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, you should notify HFAC Scheduling immediately for a change of date. Failure to act quickly may result in inability to use facilities or equipment.

## Publicity

- Online Publicity  
Publicity for required recitals (info provided by HFAC Scheduling) will be listed on the online BYU arts calendar (<https://arts.byu.edu/>).

- Flyers
  - No larger than 8.5” x 11”
  - Allowed
    - one flyer on each of the six main School of Music bulletin boards in the areas marked “Recitals”
    - one flyer in each cul-de-sac of the practice rooms
  - Not Allowed: flyers on the walls of the main hallways
  - No approval is needed to post the acceptable recital flyers.
  - Removal: *Students should remove posters by end of day following the recital, excepting Sundays.*

### **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 change a date, time, or venue for a recital:
  - Obtain a Cancellation/Change-of-Date form from the School of Music website ([music.byu.edu](http://music.byu.edu))
  - Complete form and obtain signature of the faculty who signed your original recital approval form.

### **Receiving a T grade in the recital course**

If it is determined that a student will not give the recital during the semester of original enrollment in the recital course, the student will receive a grade of T.

- Student must not register for the course again.
- The T grade will be changed to P (pass) once the recital is successfully performed.
- In the semester or term in which the student actually performs the recital, student may avoid the requirement of a full semester/term of concurrent registration in lessons by performing the recital before the end of the add/drop period for that semester/term.