

UNCSA School of Music Information about Student Recitals

The following is information about timelines for making arrangements to perform a student recital and for booking a recital into one of the School of Music performance venues.

General considerations for booking a recital, either required or non-required:

- Recital must be booked no later than six (6) weeks before the recital date.
- Recital must begin at one of the standard start times: 2:00pm, 4:30pm, and 7:30pm.
- While not required, if possible the dress rehearsal should be booked when the recital is booked.
- If the recital involves a collaborative pianist, music must be provided and a rehearsal plan crafted with the pianist as soon as possible but not less than six (6) weeks before the anticipated recital date.

NOTE: Only recitals required by the student's curriculum may be booked into Watson Hall (MUS 4080, MUS 6080, and MUS 8899). The following additional considerations apply to Watson Hall bookings:

- Recital must be booked no later than the last Friday of January. After this date, Watson is not available for new bookings and recitals must be booked into either Crawford or Hood.
- Watson Hall is limited to a total of five (5) student recitals per week and no more than two (2) student recitals per day.

To book a recital in one of the School of Music venues (Watson Hall, Crawford Hall, or Hood Hall):

- Check the hall schedules for available dates and times by going to <http://cpf.uncsa.edu>, clicking on "Calendar," and filtering for the appropriate hall.
- Complete the UNCSA School of Music Recital Request Form. This form includes the signature of the major teacher and, if applicable, the collaborative pianist.
- Submit the completed Recital Request Form to the School of Music Receptionist.
- The recital booking is not complete until it is confirmed. Confirmation of booking comes via e-mail from the Assistant Director of Campus Performance Facilities. All requests are handled on a first-come, first-served basis. Confirmation includes verification of hall availability and that the request adheres to stipulated timelines and hall limits.

To make changes to the date, time, and/or venue of a booking:

- Check the hall schedules for available dates and times by going to <http://cpf.uncsa.edu>, clicking on "Calendar," and filtering for the appropriate hall.
- Complete a new UNCSA School of Music Recital Request Form. Changes must be approved by the major teacher and, if applicable, the collaborative pianist, and then be confirmed by the Associate Dean.
- Submit the revised and completed Recital Request Form to the School of Music Receptionist.
- As with the original booking, the change in booking is not complete until it is confirmed via e-mail by the Assistant Director of Campus Performance Facilities. As before, all requests are handled on a first-come, first-served basis. NOTE: Due to stipulated timelines and hall limits, a change might result in the recital being moved out of Watson Hall.

Stage crew assistance for student recitals:

The School of Music does not provide stage crew assistance for student recitals held in Crawford Hall or Hood Hall. Students who wish to have stage crew assistance must make their own arrangements.

Printed programs for student recitals:

Students submit program information to the School of Music Receptionist, using the word-processing template provided by the Receptionist. The accurate and complete document created through the template must be returned for proofing to the School of Music Receptionist by the assigned due date, which is typically a few days before the date of the recital. For a *required* recital, the School of Music prints 50 copies of the program; for a *non-required* recital, the student is responsible for printing their own programs from the proofed document file.

UNCSA School of Music Recital Booking Request Form

Name: _____ Instrument / Voice Type: _____

E-mail: _____ Phone: _____ Level & Year: _____

Major Teacher: _____ Pianist(s): _____

Type of Recital (circle one): Required Non-Required

RECITAL

Date: _____ Location: _____ Time: 2:00pm 4:30pm 7:30pm

Special Stage Requirements (including use of harpsichord): _____

Is this a change to a confirmed booking? YES NO If yes, requires signature of Associate Dean.

PROPOSED REPERTOIRE

(This information assists both collaborative staff and stage management. Attach additional sheet if needed.)

Composer & Title	Instrumentation & Additional Anticipated Performers

DRESS REHEARSAL

Date: _____ Location: _____ Time: _____ - _____
(start) (finish)

RECEPTION

Do you plan to have a reception? YES NO

SIGNATURES

_____ _____ _____
Student Major Teacher Pianist(s)*

Associate Dean (if change of confirmed booking)

*Dir. of Collaborative Program (if student pianist)