Recital Scheduling Packet & Lloyd Ultan Recital Hall Information

You are responsible for ALL information in this packet.
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Registering for Degree Recitals
The first step in planning a degree recital is registering for recital credits.

- If you are performing a junior recital, you must register for MUS 901;
- If you are performing a senior recital, you must register for MUS 951;
- If you are performing a DMA recital, you must register for MUS 8999.

*NOTE: Masters of Music recitals are averaged into the final applied lesson grade; there is no separate recital registration for MM students.*

You must be registered for applied lessons during the semester in which you perform your recital. Students should be certain that their applied teachers are aware of their intent to register for a recital in any given semester. This guarantees faculty supervision of the recital preparation. Exceptions may be made if your recital was unavoidably postponed, provided: (1) you have the approval of your teacher and the Assistant Director, (2) the rescheduled recital takes place during the first two weeks of the semester, and (3) you registered for lessons during the previous semester. The registration queues often begin many weeks before a term starts, so plan ahead!

On your recital reservation form, be certain to complete the “Term/Year Registered for Recital Credits” drop down box accurately.

Scheduling a Recital: Degree, Non-Degree, BA Major Project

Reservation Windows
There are two scheduling windows for each semester. Students scheduling degree recitals may schedule during either window, but may not schedule outside of the windows. The only exception applies to incoming DMA students, who are allowed to schedule outside of the windows in order to maintain their degree completion timeline. Any other special circumstances are to be approved in writing by the Assistant Director of the School of Music.

*BA Major Projects and Non-Degree Recitals may be booked in either window.*

Fall Semester Recitals:

*All fall recitals are to be scheduled within the calendar windows, but no fewer than 6 weeks prior to the recital date.*

- **First Scheduling Window:** March 15 through May 1
- **Second Scheduling Window:** August 1 through October 15

*Incoming DMA students may book a fall semester recital from August 1 through November 1.*

Spring Semester Recitals:

*All spring recitals are to be scheduled within the calendar windows, but no fewer than 6 weeks prior to the recital date.*

- **First Scheduling Window:** November 1 through December 1
- **Second Scheduling Window:** January 3 through March 1

Summer Recitals:

*All summer recitals are to be scheduled within the calendar windows, but no fewer than 3 weeks prior to the recital date.*

- **First Scheduling Window:** March 15 through May 1
- **Second Scheduling Window:** June 1 through June 30

For more information visit the School of Music Website at www.music.umn.edu
Steps for Scheduling a Recital

1) Discuss recital plans with your teacher and assisting musicians before reserving a time for your recital
   Does your division have specific time/days reserved for recitals?
   - If you wish to request a time during a scheduled divisional recital hour, (i.e. Voice, Piano, Winds/Brass/Percussion), you
     must also clear the date with the divisional recital coordinator. **Talking to the divisional recital coordinator IS NOT a**
     **substitute for scheduling the recital online. You must do both.**

2) Find an available time
   - Please be sure to adhere to the reservation window policies listed above. **Failure to observe the 6-week minimum (3 weeks**
     **in summer) will result in your recital not being scheduled.** For non-degree recitals, see the ‘non-degree recitals’ section
     for guidelines.
   - Go to the recital scheduling website: www.music.umn.edu/scheduling.
     - Choose the Calendars link on the left side of the page.
     - Select the calendar of your preferred location.
     - Use the calendar icons to the right of the date or the list of links on the top right side of the page to find an open date
     for your recital.

3) Request your recital date and time
   **NOTE:** Recital scheduling will occur only during the open calendar windows and you must select a recital date at least 6 weeks
   (3 weeks in summer) following the date of your reservation. Be certain that the hour preceding your recital is available for warm-up
   and any required set-up.
   - Once you have found an available time, go to the FORMS section of the recital scheduling website. Complete the appropriate
     form under Student Recital/Rehearsal Reservation Forms. Upon completion, print the form BEFORE submission. Then, be
     sure to click the “Submit” button at the bottom of the page. **NOTE:** See the sections on conducting, composition, and off-campus
     recitals for more information about scheduling those types of recitals. Requests in a given scheduling window are processed first come, first served. **Please note that merely sending in an online request does not result in a confirmation.**

4) Submit printed recital reservation form
   - Once you have submitted the online form your reservation will be tentatively held for 7 days. Obtain signatures of your
     grading committee and present the printed, completed form to Room 100. This form requires the signature of your applied
     teacher, the remaining grading committee member(s), and yourself (e-mail signatures are acceptable and may be attached to
     the printed form). You have 7 days to complete this process, or you will forfeit your requested date. **NOTE: School of Music staff will NOT place reminder calls or send reminder emails to students or grading committee members.**
   - If, within the 7 days, your date is not approved by your teacher and you need to need to request a different recital time, inform
     staff in Room 100 and go online and repeat the steps for scheduling a new recital. This will be treated as a new request, not a change (as you never had the original recital confirmed).
   - **Rules for committee members:** The number of signatures required for your recital reservation form will depend on your
     degree objective. Please pay close attention to the rules listed on the following page and choose your faculty graders
     accordingly.

5) Confirmation of Recital Date
   - Email confirmation will be sent to you, your applied teacher, and your grading committee within 48-72 hours after the signed
     recital request form has been submitted to room 100.

6) Reserve a Rehearsal Time
   Once your recital time is confirmed and your printed reservation form is submitted, you may reserve rehearsal time. The amount
   of rehearsal time that you are allotted is outlined in the ‘Rehearsal Scheduling’ section of this packet. To schedule your rehearsal:
   - Find an available time using the Calendar link on the recital scheduling website.
   - Complete and submit the classroom rehearsal form found in the Forms section of the website.
   - Fill out a rehearsal form for each rehearsal time you would like to reserve.
   - You will receive an email confirmation that your times have been reserved.
Rules for Committee Members
The number of signatures required for your recital petition will depend on your degree objective. Please pay close attention to the following rules and choose your faculty graders accordingly.

<table>
<thead>
<tr>
<th>Number of Signatures</th>
<th>Non-Degree*</th>
<th>BM Junior Recital</th>
<th>BM Senior Recital</th>
<th>BA**</th>
<th>MM/MA</th>
<th>DMA/PhD (NOTE: Committee members MUST have grad status!)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 (2 if in place of jury)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Voice**
  - Teacher
  - Two members of the voice faculty
  - Two members of the voice faculty
  - Two members of the voice faculty
  - Minimum of three members of the voice faculty

- **Strings**
  - Teacher
  - Two members of the string faculty
  - Two members of the string faculty
  - Two members of the string faculty
  - Minimum of three members of the string faculty

- **Winds & Percussion**
  - Teacher
  - Teacher & one full-time faculty member
  - Teacher & one full-time faculty member
  - Teacher & one full-time faculty member
  - Teacher & two full-time faculty members

- **Piano**
  - Teacher
  - Minimum of two piano faculty members
  - Minimum of two piano faculty members
  - Minimum of two piano faculty members
  - Minimum of three piano faculty members (minimum of two for chamber music program)

- **Accompanying**
  - Teacher
  - N/A
  - N/A
  - Minimum of one accompanying faculty & one full-time faculty
  - Minimum of one accompanying faculty & two full-time faculty

- **Organ & Harpsichord**
  - Teacher
  - Primary instructor & one additional faculty member from the keyboard faculty
  - Primary instructor & one additional faculty member from the keyboard faculty
  - Primary instructor & one additional faculty member from the keyboard faculty
  - Primary instructor & two additional faculty members from the keyboard faculty (academic co-advisor must attend and grade “project” recital)

- **Conducting & Composition**
  - Teacher
  - N/A
  - N/A
  - Minimum of two full-time faculty members; one must be the primary instructor of your area of concentration
  - Minimum of three full-time faculty members; one must be the primary instructor of your area of concentration

* Use Non-Degree Reservation Form  ** Please NOTE that a recital can only constitute part of the BA Senior Project

Fees
When your recital date is confirmed, your student account will be charged with all fees relating to your recital. Specific fee information is listed below:

- **Recital Fee (includes A/V) $60**
  This standard recital fee is charged at the time of your confirmation to cover administrative costs and staff support, including recording if requested. The recital fee is a standard fee for recital administration and is not adjusted according to whether the recital is recorded. NOTE: Cancellations and schedule changes after the recital has been confirmed will result in the forfeiture of this fee. You may petition for a waiver of this policy in the case of extenuating circumstances clearly beyond your control. See “Cancellation/Rescheduling Procedures” on page 9 for more information.

- **Lobby-use Fee (for recital receptions) $35**
  See section on Receptions for detailed information.
• **Supplemental Staffing/Administrative Fee**  $35 per hour

This is charged for requested technical needs and services that require additional staffing for recitals and/or rehearsals. Approved off-campus recitals requesting recording services, and falling outside of official University Ensemble performances, are charged two hours of labor to cover supplemental staffing and administrative overhead. Additional charges may apply if staffing adjustments are requested within three weeks of your recital. Please note specific needs in the comment section on the recital reservation form. Room 100 will contact the technical staff with the request. You will be notified of any supplemental staffing costs.

• **Piano Tuning Fee**  $125

During the course of the academic year, pianos are tuned on a regular basis. However, if you wish to request an additional tuning before your recital, you may do so for on-campus recitals in Ultan Recital Hall or Ferguson Hall rooms 225 or 90 only. Please contact the Coordinator for Operations and Performances if you are considering another location. You are responsible for piano tuning if your approved recital falls outside the official dates for Fall, Spring, or Summer semester. *(NOTE: Tuning of the Ultan Hubbard harpsichord is set to support approved recitals where the harpsichord has been requested.)*

### Rehearsal Scheduling

- Depending on your specific degree program, you will have a specific number of hours of practice time available in the recital space, plus the hour immediately preceding your recital. The allotted disbursement of rehearsal time is as follows:
  - BM Junior: 1½ hours of rehearsal + 1 hour prior to the recital
  - BM Senior: 2 hours of rehearsal + 1 hour prior to the recital
  - BA: 2 hours of rehearsal + 1 hour prior to the recital
  - MA/MM: 2 hours of rehearsal + 1 hour prior to the recital
  - PhD/DMA: 3 hours of rehearsal + 1 hour prior to the recital

- Once your recital time is confirmed, you may book rehearsals in the recital space. To schedule a rehearsal, first find an available time using the Calendar link on the recital scheduling website (http://www.music.umn.edu/scheduling). Next, go to the Forms section of the scheduling website and fill out the Student Rehearsal Reservation form. You will need to submit a separate form for each rehearsal time you are requesting. You will receive an e-mail confirmation that your times have been reserved.

- When scheduling your recital, please make sure that the hour preceding your desired recital start time is also available. This hour is used for set-up of the hall by AV technicians. It is also your warm-up time in the hall. If this hour is available, it will be booked automatically for you at the same time your recital is booked.

### Recital Program Information

It is recommended that all students use University of Minnesota printing resources to produce recital programs. Please follow these step-by-step guidelines:

1. Access the official School of Music program template (letter sized/8 ½” x 11”) online at http://www.music.umn.edu/students/index.php and format your program accordingly. The program template includes:
   - Composer name(s)
   - Composition title(s)/movement in order in which they will be performed
   - Composer dates; if the composer is still living, include his or her birth year
   - Names of other performers in recital and their instruments
   - Day, date, time and location of recital with your degree objective and instructor’s name.

2. Finalize your program draft and have your instructor of record approve and initial a hard copy. It is recommended that this be done no later than four weeks prior to your recital date.

3. Take your finalized/approved/initialized program draft to Amy Pieren in Room 100 within normal business hours to receive a signatory permission slip to print your program through the West Bank Copy Center.

4. Take a hard copy of your finalized program and the School of Music signatory permission slip to the West Bank Copy Center (33 Social Science Tower, West Bank) for printing on the official School of Music program paper. It is suggested that you do so at least two weeks prior to your recital date. *(NOTE: If you do not have a permission slip from Room 100, you will have to pay for the printing of your program. Any reprinting done because of program misprints will be at your cost.)*

5. Five copies of your finalized program on School of Music program letterhead must be submitted to Room 100 before your recital date. If your programs are not submitted, you will receive an incomplete until Room 100 receives them. If you are creating and printing your own programs, you may do so including all information listed in the template (see 1 above). *(NOTE: If you are creating your own program you must include a signed ‘Program Approval Form’ when submitting the programs. This form is located at: http://www.music.umn.edu/scheduling/ProgramApproval.pdf)*

For more information visit the School of Music Website at www.music.umn.edu (updated: 1/28/11)
Program Quantities
Students performing voice recitals receive permission to print 150 programs; all other degree recital performers receive permission to print 85 programs. If you wish to print a larger quantity of programs, you must personally cover the cost of printing for those that exceed the number allotted by the School of Music.

West Bank Copy Center
West Bank Copy Center location and current hours can be found at http://www.printing.umn.edu. The West Bank Copy Center is the only location that carries School of Music program recital paper and that can directly invoice the School of Music. If you choose to use another copy service center, it will be at your expense.

Program Notes
Program notes, texts, and translations will be duplicated for graduate students only. To do so, please submit them in final typed, copy-ready form to Ferguson 100 at least ONE WEEK prior to your recital. NOTE: You are allowed to request the same number of notes as programs (see above), and no preparation is provided (stapling, folding, etc). These materials may be picked up from Room 100. Undergraduate students are responsible for printing any program notes, texts, and translations desired for their recital. All notes, texts, and translations should be reviewed and approved/signed by at least one faculty member prior to duplication.

Access to Recital Hall
The key to the recital hall will be available to the performer in the practice room monitor station at the time when the performer is scheduled to use the recital hall. Even when the performer of one recital hands the key off to the performer of an immediately following recital, both performers must both check out and check in the key at the monitor station. For information regarding your responsibilities while using the recital hall, see ‘Lloyd Ultan Recital Hall: Rules for Use’ at the end of this packet.

Recording
- Your recital fee of $60 includes one staff person to assist with stage lights and the required/requested recording of your recital. No fee differential is offered for recitals that are not recorded. The School of Music currently provides recording onto CD-R and DVD. Graduate recitals must be recorded on CD or DVD and graduate students are responsible for providing Room 100 a copy to be placed in their permanent files. NOTE: all graduate recitals must be recorded (NASM regulations). If your recording is not submitted you will receive an incomplete on your transcript.
- Any questions or special needs should be directed to ultan@umn.edu.

NOTE to students: If you choose NOT to have your recital staffed, no technician will be present to turn lights on and off or provide any other assistance. You can obtain a key to the Lloyd Ultan Recital Hall upper doors from the monitor station in order to unlock the recital hall. If you want lighting or technical assistance, but not recording, please indicate that on your online recital reservation form.

NOTE for non-degree recitals: Non-degree recitals may be recorded when staff are available and within the given guidelines. See ‘Non-Degree Recitals’ section for more information.

Recital Attire
Check with your instructor as to appropriate dress for your recital.

Receptions
Reception space is available in the Ferguson Lobby if you give a recital in the Lloyd Ultan Recital Hall or a Ferguson Hall classroom. You should reserve the lobby at the time you reserve your performance space. Remember that you are not guaranteed use of the lobby until staff in the Student Services Office has confirmed it and the lobby-use fee ($35) has been charged to your student account. Unless otherwise indicated, two 6’ x 2.5’ tables will be provided. You are responsible for cleaning the reception area after the reception is over. DO NOT LEAVE TRASH OR ANY OTHER ITEMS BEHIND. NOTE: alcohol is absolutely prohibited on University of Minnesota property. If a university staff member observes alcohol at your recital reception, your account will be charged $100 for the first offense and $250 for all subsequent offenses.

Grading Forms
Student Services staff will provide grading forms to your committee members during the week of your recital. If your committee members have not received their grading forms by the day of your recital, direct them to the Student Services Office. It is the responsibility of faculty members to return completed grading forms to the Student Services Office (Ferguson 100) within two weeks of the recital performance. Once received in the office, you are welcome to request copies of any grading sheets with comments. NOTE: You are responsible for providing a recital recording immediately to grading committee members who are unable to attend the recital. You will be given a grade of incomplete on your transcript if all faculty listed on your Student Recital Reservation Form do not submit their individual grading forms. NOTE: You are responsible for communicating with recital committee members regarding the need to submit grades for removal of an incomplete.

For more information visit the School of Music Website at www.music.umn.edu (updated: 1/28/11)
Non-Degree Recitals
Non-degree recitals must be booked during a designated recital scheduling window and no less than 6 weeks prior to the recital date. Non-degree recitals must take place in a Ferguson Hall classroom (room 90, 225, etc.). **NOTE:** Non-degree recitals can be booked in Lloyd Ultan Recital Hall ONLY if the recital takes place during a regularly-scheduled recital hour and carries permission of the division head.

Non-degree recitals scheduled within the stated guidelines can receive recording and/or technical assistance. However, this service is not guaranteed as it is dependent upon Technical Staff availability. You will be contacted within four weeks of your recital date if there is any conflict with providing you technical assistance.

Recitals Not Utilizing Lloyd Ultan Recital Hall

Recitals in Classrooms
- Please follow the scheduling procedures under ‘Scheduling a Recital.’
- Audio recording services are available for classroom recitals; however, video documentation is NOT available in classrooms.
- Please refer to the Receptions section for information regarding recital receptions.

Off-Campus Recitals
- Off-campus recitals should be scheduled via the web just like on-campus recitals. By doing this you will ensure that your recital is publicized and that you receive credit for it.
- The School of Music is able to provide recording services for off-campus recitals only in certain circumstances (e.g., choral conducting recitals that must take place off campus). Availability of SOM recording services for off-campus recitals cannot be guaranteed.

Conducting/Composition Recitals

1) **Determine with your advisor(s) a time and place for your recital**

2) **Complete an online request form (even if you are conducting a University ensemble)**
   - When your recital date and time are established, you must complete an online request form. This form can be found at [www.music.umn.edu/scheduling](http://www.music.umn.edu/scheduling). If the recital is not going to be in Lloyd Ultan Recital Hall, select the “Off Campus” option, and specify the recital location in the text box. If the recital is going to be on-campus, Ultan/Ted Mann has probably been reserved already through the campus ensemble that you are utilizing; be certain that it has before you proceed further.

3) **Submit printed recital reservation form**
   - Once you have submitted the online form and received confirmation that your request has been processed obtain signatures of your grading committee and present the printed, completed form to Room 100. This form requires the signature of your advisor, the remaining grading committee member(s), and yourself (email responses are acceptable). Your date is held for 7 days, and if the completed and signed form is not received within 7 days, your recital is not considered valid. **NOTE:** School of Music staff will NOT place reminder calls or send reminder emails to students or grading committee members.
   - You will receive an email confirmation after the signed request form has been submitted to Room 100.
   - All rules and regulations regarding the Recital Reservation Form are applicable to Conducting/Composition degree recitals. Please review the rules for committee membership listed on page 5 of this packet.

4) **Fees and Recording**
   - **On-Campus:** If you are using a School of Music ensemble performance as your recital, you will be charged the standard recital fee and the event is automatically recorded.
   - **Off-Campus:** Approved off-campus recitals scheduled outside of official University Ensemble performances and requesting recording services will be charged an additional two hours of labor to cover supplemental staffing and administrative overhead.

5) **Reserve Practice Time**
   - You are eligible for the same amount of rehearsal time allotted to other students performing recitals. Please review these terms in the previous section of this packet. If you are NOT giving a recital in Ultan, you CANNOT use the space for rehearsal.
   - Any additional practice time is to be planned in collaboration with your primary instructor and the instructor of the on-campus group that you are using for your recital (if applicable).
   - You are free to organize your own rehearsal schedule for recitals with off-campus ensembles.

6) **Access to Recital Halls**
The key to the recital hall will be available to the performer in the practice room monitor station at the time when the performer is scheduled to use the recital hall. Even when the performer of one recital hands the key off to the performer of an immediately following recital, both performers must both check out and check in the key at the monitor station.

For more information visit the School of Music Website at www.music.umn.edu (updated: 1/28/11)
7) Programs
Please refer to the ‘Program Information’ section of this packet.

Special Recital Circumstances

Joint Recital
If you are performing a joint recital, please follow the standard procedure for booking your recital online. Each performer who intends to use the recital toward their degree must submit a recital request, and each will be charged a recital fee. Rehearsal time will be allotted depending on the degree programs of the collaborators involved; the most advanced degree in the collaboration will determine the amount of rehearsal time allotted (i.e. if an MM student and a DMA student are doing a joint recital, they would be allowed to book 3 hours of rehearsal time, as that is the amount of rehearsal time allotted to a DMA student).

Using an Opera Role as a Recital
1) Subject to instructor permission, a DMA student may potentially substitute an opera role in lieu of a required recital. The DMA student’s teacher will determine the validity of the student’s request after consultation with the Opera Director or Conductor and the full voice faculty. Length of the role, difficulty of the repertoire, and amount of rehearsal time will be determining factors in the decision.
2) Both the student request and the instructor approval must be submitted to Room 100 in accordance to the standard scheduling windows (see ‘Scheduling a Recital’). The student must make this request and register for recital credit in the same semester in which the role is to be performed. **Note:** Lack of a written request and/or written instructor approval will result in the stage performance not being counted in lieu of a recital. No exceptions will be made on this provision may be taken after a performance has been sung. Students making this request should be certain that written instructor approval is submitted within 7 days of the student request.
3) Submit a student recital request form following the procedures under ‘Scheduling a Recital.’ **Note:** If the recital is scheduled for Ted Mann Concert Hall, or an off-campus location, please Select the “Off Campus,” option in the Event Location area, and enter the recital location in the text box. Be sure to also enter that your recital is an opera role in the “Comments” field. Your recital request, along with the required signature of your applied teacher constitutes permission to substitute the opera role for a recital.

University of Minnesota Concerto Competition
If you win the University of Minnesota Concerto Competition, you may count the performance as a degree recital with advisor, division, and department approval. You must still submit a Student Recital Request to Room 100 for the performance to be considered valid.

Cancellation/Rescheduling Procedures
These procedures are for recitals that have been confirmed. If, prior to the 7 day deadline, your date is not approved by your teacher and you need to need to request a different recital time, inform staff in Room 100 and go online and repeat the steps for scheduling a new recital.

Cancelled Recitals
- All cancellations must be done via the recital scheduling website.
- Go to the FORMS section of the website and select the same form you chose when initially requesting your recital.
- Under “Type of Request,” choose “Cancellation” and complete the remainder of the form.
- The printed cancellation form must include the signature of your applied teacher (email is acceptable). This is the ONLY way that your recital will be officially cancelled. **Note:** You are responsible for immediately informing your recital committee of the cancellation, preferably via email.
- Email confirmation of the cancellation will be sent to you and your applied teacher within 48-72 hours after the cancellation request has been submitted.

Cancellations result in the forfeiture of the $60 recital fee. If your recital fee was waived for some reason, a $60 cancellation fee will be charged to your student account. **Note:** Non-degree, classroom, and off-campus recitals are subject to the same cancellation fees as degree recitals. You may petition for a waiver of this policy in the case of extenuating circumstances such as a valid medical or family emergency. Cancellation fee waiver forms can be obtained in 100 Ferguson or online under Current Student Information - ‘Supplemental Recital Forms’ and, upon completion, should be submitted to the Assistant Director.

Rescheduled Recitals
As with cancellations, rescheduling must be done via the recital scheduling website. Go to the Forms section of the website and select the same form you chose when initially requesting your recital. Under “Type of Request,” choose “Change” and complete the rest of the form. **Note:** You must reschedule your recital in accordance with School of Music scheduling policies (i.e. within the open calendar windows, with at least 6 weeks’ notice, etc.).

The same fee policies apply to rescheduled recitals as cancelled recitals. Rescheduling a recital will result in forfeiture of the original $60 recital fee, and a new $60 recital fee will be assessed. Please refer to the above section on cancelled recitals for more information. Requests for waiver of this policy due only to documented extenuating circumstances such as emergencies or illness should be addressed to the Assistant Director of the School of Music.

For more information visit the School of Music Website at www.music.umn.edu (updated: 1/28/11)
Frequently Asked Questions Regarding Recitals

Q: I submitted my request over a week ago and I have not received a confirmation, what should I do?
A: You will not receive a confirmation until you have signed the printed form, obtained the signatures of your grading committee, and submitted it to Room 100. Once that is completed, and if you have not received confirmation within 48-72 hours, please contact the Room 100.

Q: Why is there no differential if a recital is not recorded, and why do I have to forfeit the $60 fee if I cancel or reschedule?
A: All SOM staff, including those who schedule recitals and those who record them or provide other technical assistance, have multiple responsibilities. Over 400 concerts and recitals are scheduled in the School of Music every year, and each one of these requires several layers of staff time and paperwork. A cancelled or rescheduled recital doubles staff time and paperwork and requires rescheduling of technical staff time. If you follow recital scheduling policies precisely, including planning ahead with your applied teacher and graders, obtaining signatures promptly, registering for recital credit, and scheduling within the scheduling windows (plus making sure you are prepared to perform your recital), you will incur only one $60 fee. Failure to plan ahead, to consult with your applied teacher and graders, or to prepare systematically for your performance will likely result in rescheduling, for which you will incur fees to support the additional staff workload that is required.

Q: My committee members are out of town, how can I get the printed recital reservation form in on time?
A: Electronic signatures via email are acceptable. Emails should be sent to you, printed, and attached to your paper request form at the time it is submitted to Room 100. If one of your committee members is ill or out of town for an extended period of time, or unable to submit an electronic signature, please contact the Student Services Office for directions on how to proceed with your reservation.

Q: What do I get for the $35 lobby-use fee?
A: You will receive use of Ferguson lobby after your recital and the use of two 6’ x 2.5’ tables. Your friends/family may use the lobby during your recital for set up if they wish. You must provide any other equipment or amenities, and remove all trash at the end of your reception.

Q: Do I have to have my recital recorded?
A: If you are an MM or DMA student, yes, you must have any degree recital recorded. This is a requirement of the School of Music’s accreditation agency, NASM (National Association of Schools of Music). You are not required to have your recital recorded by a School of Music technician, but it is highly encouraged.
For all other recitals (undergraduate and non-degree), you have the option to have your recital recorded. If you choose not to have your recital recorded but would still like a technician to help with stage setup and/or other technical assistance (slide projector, etc) you will be charged the supplemental fee of $35 per hour. Keep in mind that if you choose not to have your recital recorded or staffed, you will not receive any technical assistance on the day of your recital, including lighting, unless you specifically request it.

Q: If I do a recital in Room 90 or Room 225, can it be recorded?
A: Yes, recording on audio media types DVD and CD-R is available for either room. (Recitals in classrooms cannot be videotaped, however.) Please note that there is only one audio cart available for the recording of classroom recitals. If multiple classroom recitals are taking place simultaneously, the first recital scheduled will be given first priority for recording.

Q: My recital is not on the SOM monitor.
A: The information from this monitor comes from the web request system. If you are giving a recital off-campus or a recital during a divisional recital hour, make sure you have requested the recital online and turned in the printed Student Recital Reservation Request Form. If you have followed the proper procedure and your recital still does not appear on the monitor, please contact the Communications Specialist in Room 200A to solve the problem.

Q: My recital is off-campus; do I need to fill out a printed recital reservation request form?
A: Yes! To ensure that your committee members receive their grading forms and that your recital is properly publicized, you need to fill out the same online request and completed print-out of the reservation form as the students who give their recitals on-campus.

For more information visit the School of Music Website at www.music.umn.edu (updated: 1/28/11)
Q: My recital is a non-degree recital; what do I need to do?
A: Non-degree recitals can be given in Room 90 or Room 225. Follow the standard recital scheduling procedures to schedule a non-degree recital. Your non-degree recital must be booked 6 weeks prior to the recital date. For any non-degree recital, turn in a Non-Degree Recital reservation form. Turning in the printed reservation form will ensure that your time slot is reserved and that your recital date/time appears on the SOM monitors. See the section on non-degree recitals for more information.

Q: Where do I turn in my program and program notes?
A1: Contact Amy Pieren in Room 100 for further instruction after referring to the ‘Recital Program Information’ section.
A2: Graduate students producing their own program notes, texts, and translations may have them duplicated by submitting them in final typed, copy-ready form to Ferguson 100 at least ONE WEEK prior to your recital.

Q: When do I receive a grade for my recital?
A: You will not receive a grade for your recital until all materials have been submitted and processed by the Student Services Staff. The items that must be received include:
1) 5 copies of your recital program, one with your applied lesson instructor’s signature.
2) Grade reports from each person listed on your Recital Reservation Request Form, due within 2 weeks of your recital performance.
3) A CD or DVD recording of your recital if you are a graduate student and your recital was not recorded by a School of Music recording engineer.

When these items are received, your grade will be processed and posted to your transcripts for the appropriately specified semester.
Lloyd Ultan Recital Hall: Rules for Use

- Please lock the room, turn out the lights, and return the key to the monitor station after use. The monitor station is responsible for providing access to the next person scheduled in the hall. Do not give the key to the next person, or leave the key in the hall.

- Recover the piano when you are finished using the hall. Pianos must be covered when not in use or when being moved around the hall. The piano(s) must remain plugged in at ALL TIMES to stay properly humidified. If the piano(s) is moved for any reason, be certain to plug it in again after it is moved.

- If you need the stage cleared for your performance, you must make arrangements to have a piano moved into the hallway. To make arrangements, contact the technical staff at ultan@umn.edu prior to your event. If you will be personally moving the piano, always close the piano lid.

- Reset stage when finished. Ultan stage should have 1 piano, 1 stand, and 1 chair on stage at all times. Please remove all extra chairs and stands from stage when you are finished using the hall. Also, please pick up all bottles, cups and trash (reeds) in the hall and the Green Room.

- If someone is using the hall after your recital, please remove all personal items before going to a reception in the lobby.

- Collect programs from upper door. If the programs are not collected, they will be disposed of by the next morning.

- No Food or Drink is allowed in Ultan at any time.

- DO NOT leave the doors propped open for any reason!

- Violation of the above policies will result in the following:
  - First Offense: A letter will be sent to you AND your faculty advisor/studio instructor and will be placed in your file.
  - Second Offense: A letter will be sent to you AND your faculty advisor/studio instructor and will be placed in your file. In addition, a $50.00 charge will appear on your account
  - Third Offense: You will no longer be permitted to use the Lloyd Ultan Recital Hall for either rehearsals or performances.
Sample Program
[should be submitted in this format]

Day of Week, Month Day, Year Time p.m./a.m. Location

Name, Instrument

Additional name/accompanist, instrument
Additional name/accompanist, instrument

Composer
(dates)
(arr. if any)

Title (date of piece, if any)
Movement
Movement
Etc.
soloist/accompanist, instrument

Composer
(dates)
(arr. if any)

Title (date of piece, if any)
Movement
Movement
Etc.
soloist/accompanist, instrument

Composer
(dates)
(arr. if any)

Title (date of piece, if any)
Movement
Movement
Etc.
soloist/accompanist, instrument

INTERMISSION

Composer
(dates)
(arr. if any)

Title (date of piece, if any)
Movement
Movement
Etc.
soloist/accompanist, instrument

Type of Recital
This recital is presented in partial fulfillment of requirements for the degree ... in .... at the University of Minnesota. X is a student of...