

READ CAREFULLY AND RETAIN THIS PAGE FOR FUTURE REFERENCE.

WHEN YOU SCHEDULE GRUSIN MUSIC HALL OR THE CHAMBER HALL for a recital, you are not automatically scheduled into C113 for a reception. C113 must be scheduled separately with Steve Slater in the Main Office.

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COLLEGE OF MUSIC RECITAL SCHEDULING PACKET

HOW TO SCHEDULE: Students are urged to select a date the semester prior to the proposed recital. Recitals must be selected by the 10th of the month prior to the month of the event according to the schedule listed below. Obtain Scheduling Packet from Scheduling Office or download it at <http://music.colorado.edu/departments/offices/scheduling-recitals-programs/>. Check dates on the Wall Calendar in Imig Music (located adjacent to the Office of Undergraduate and Graduate Studies), the Online Events Calendar (<http://music.colorado.edu/events>), or the Master Calendar in the Scheduling Office (University Club A2), fill in requested information on performance scheduling form (including the proper recital course number), obtain applied instructor signature, and return it to the Scheduling Office together with your \$100.00 fee. **GRADUATE STUDENTS must also obtain the signature of the Graduate Dean in addition to the signature of the applied instructor.**

- **Graduate Students** may begin scheduling recitals during the second and third weeks of each semester. (The calendar is not available for bookings during the first week.)
- **Required Senior Recitals** may begin scheduling recitals during the fourth week of each semester.
- **Required Junior Recitals** may begin scheduling recitals during the fifth week of each semester.
- **Non-required Recitals** (elective activity, i.e. a recital not required by your degree program) may be scheduled beginning the sixth week of each semester. Any remaining dates for the current semester and available dates within the first five weeks of the subsequent semester may be considered for recitals.

FEE: \$100.00 recital fee (\$50 to cover cost of stage managing and programs and \$50 recording fee which includes one CD for the Music Library Archives and one CD for the performer) is due when the recital is scheduled in the Scheduling Office. (Junior Recitals may opt not to have the recital recorded. In this case, the recital fee is \$50. Only one fee is required for joint recitals.) **No date will be held until the fee is paid (cash or check only).** The recital fee is non-refundable. The recording fee is also non-refundable but may be credited to a later semester if the recital is postponed for any reason.

WHERE: GRADUATE, SENIOR, AND JUNIOR REQUIRED RECITALS may be scheduled in
Grusin Music Hall, Imig Music Building
Chamber Hall, Imig Music Building
The Academy, 920 Aurora Avenue, (on Monday evenings at 7:00 p.m.)

PREVIEW: is to be three weeks before the recital date. Schedule with your faculty advisor. In the event that the preview is waived by your faculty, **the program is due in the Scheduling Office three weeks before the recital date.** **STAGING and RECORDING FORMS** are due in the Scheduling Office at this time as well. These forms may be downloaded at <http://music.colorado.edu/departments/offices/scheduling-recital-program> and are also available in the Scheduling Office (University Club A2). It is to your advantage to obtain from the Scheduling and Program Manager the names of your stage manager and recording technician in advance of your recital and to discuss any of your concerns.

RECITAL PROGRAM: DUE IN THE OFFICE THREE WEEKS BEFORE THE RECITAL DATE.

Program is to be TYPED and submitted in person to the Scheduling Office or by email to myra.jackson@colorado.edu, and must include the following:

- Performer, Instrument, Accompanist, Additional Performers, Day, Date, Time, Place
- ALL spellings of names, composers, capitalization, accents, and punctuation correctly indicated
- ALL composer dates correct
- Include order of movements and intermission
- Name of your teacher
- Degree

REHEARSAL TIME may be scheduled in the room of performance for two hours prior to the performance on a space-available basis. Hours scheduled after 5 p.m. and on weekends are to be reserved with the Scheduling and Program Manager and approved by the advisor or major professor and are under his/her supervision. Expect additional preparations for rehearsals at The Academy.

CONFERENCE ROOM USE: As part of the \$100.00 recital fee, the Conference Room may be reserved (this is not an automatic reservation) with Steve Slater in the Main Office free of charge on a space available basis. You may use the refrigerator in the kitchen area to store food. Left-over refreshments should be removed from the Conference Room immediately following the reception and the room left in order. **(NOTE: Alcoholic beverages may not be served.)**

STUDENT LOUNGE USE: The Student Lounge may be reserved for a reception following your program without charge. The use of the Student Lounge must, however, be reserved with Steve Slater in the Main Office to avoid “double booking.” **(NOTE: Alcoholic beverages may not be served.)**

STAGE MANAGER and **RECORDING TECHNICIAN** will report to the performance area one hour before the performance is scheduled to begin. You may enter the hall at this time to check the sound or see to any other set-up concerns.

RECORDING INFORMATION: All Senior and Graduate Performance recitals must be recorded for inclusion in the College of Music archives in the Music Library. This is accomplished by a trained student technician. He/she will arrive one hour before the performance is scheduled to begin to set equipment. **IT IS THE RESPONSIBILITY OF THE PERFORMER**, in consultation with the recording technician, to do sound checks and set recording levels at that time. If the performer doesn't arrive one hour prior to the performance, there will not be sufficient time to make these adjustments. House doors open to the public 15 minutes prior to the performance, and all checks must be completed by that time. The College of Music tries to maintain the highest recording quality possible.

CANCELLATION/RESCHEDULING PROCEDURES: No cancelled recital may be rescheduled during the semester or session in which the cancellation occurs. When a student reschedules a recital for the following semester, he/she must first obtain written approval from his/her major professor and the Graduate Dean (Grad Students only) prior to notifying the Scheduling and Program Manager.

A fee of \$50.00 will be charged to reschedule a recital not covered by the following provisions:

PREVIEW FAILURE: The major professor and student must notify the Scheduling and Program Manager as soon as possible. No rescheduling fee will be charged, but the recital may not be performed until the following semester.

ILLNESS: If a student is unable to perform his/her recital on the scheduled date because of illness and this is certified in writing by a physician, no rescheduling fee will be charged.