

## 2018-19 Recital & Lecture/Recital Scheduling Policy

### 1. Recital Scheduling Rules and Regulations:

- a. Students are allowed to schedule only degree recitals & lecture/recitals within Murphy Hall.
- b. All degree recitals & lecture/recitals, regardless of performance location, must be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- c. Students are limited to one recital per semester.
- d. The recital scheduling procedure is:
  - i. The student submits a completed event request form to Laura McCorkill in 460 Murphy.
  - ii. The student pays the recital fee (\$100 within Murphy Hall, \$50 outside Murphy Hall, \$20 conducting & opera performance). The full fee is due at the time the recital is scheduled. (Cash, check payable to "KU School of Music", or online credit/debit card payment) The recital fee is completely non-refundable.
- g. Recitals are scheduled on a first come-first served basis. Specific dates are set aside throughout the school year for priority recital scheduling for each semester.

### 2. Murphy Hall Performance Venues:

- a. Murphy Hall recitals will primarily take place in Swarthout Recital Hall. Other venues such as the Baustian Theatre, 114 MUR, and 130 MUR may be used based on need and availability.
- b. Rooms may be reserved with the following:
  - i. Swarthout Recital Hall – Laura McCorkill ([lmccorki@ku.edu](mailto:lmccorki@ku.edu))
  - ii. Baustian Theatre – Mark Ferrell ([mferrell@ku.edu](mailto:mferrell@ku.edu))
  - iii. 114 MUR – Dan Gailey ([dgailey@ku.edu](mailto:dgailey@ku.edu))
  - iv. 130 MUR – Leslie O'Neil ([loneil@ku.edu](mailto:loneil@ku.edu))
- c. Students may request the following days and times for a recital or lecture/recital in Murphy Hall:
  - i. Monday, Tuesday, Wednesday, Thursday, Friday – 5:00 PM & 7:30 PM
  - ii. Saturday & Sunday – 2:30 PM, 5:00 PM & 7:30 PM
- d. Dress rehearsal time is extremely limited. Students with Swarthout recitals may schedule up to 2 hours of dress rehearsal time based on hall availability.
- e. The student's instructor must be present for all rehearsals in Swarthout Recital Hall.
- f. The instructor will have access to Swarthout and the piano storage area using their Staff ID.
- g. Please contact Vincent Myrkalo ([pianotech@ku.edu](mailto:pianotech@ku.edu)) at least one week before the performance to let him know if you are using two pianos during your recital.
- h. Student degree recitals will be performed between the first day of class and the last day of class in the fall & spring semesters. Individual student recitals will not be scheduled on Stop Day, the weekend after Stop Day, or during the final examination period. Recitals also will not be scheduled during intersession periods.
- i. Individual student degree recitals will not be scheduled during the summer semester without the consent of the major professor.

### 3. Recital Recording:

- a. The KU School of Music Recording Services staff will record AUDIO of Murphy Hall performances.
- b. An MP3 file will be provided to the performer via Dropbox link. Contact [KUSOMrecordings@gmail.com](mailto:KUSOMrecordings@gmail.com) if you do not receive your recording promptly after your recital.
- c. The School of Music does not record recitals outside of Murphy Hall or Off-Campus recitals. It is the student's responsibility to record the recital if they want a recording of the performance. This will be an expense not included in the recital fee.
- d. Graduate student degree recitals are required to be recorded. Students must submit a copy of their recital program to Graduate Student Services following the recital. Student recitals recorded outside Murphy Hall must be submitted to Graduate Student Services on a CD or provide a downloadable link following the recital.
- e. Additional recording services are available as follows:
  - i. Audio &/or video recording - \$40/hour
- ii. Live Streaming (no video capture) - \$20/performance - Link for viewing: <https://www.youtube.com/c/kuschoolofmusic>
  - ii. HD Video recording of Concert \$100/performance
- f. Contact Brock Babcock ([brockbabcock@ku.edu](mailto:brockbabcock@ku.edu)) for more information and to schedule services.

### 4. Recital Changes and Cancellations:

- a. Canceling or changing the recital date is strongly discouraged.
- b. The \$100 recital fee is non-refundable.
- c. An additional \$100 fee is due every time the recital date is changed.
- d. The last date to schedule or reschedule a recital each semester is the last day of classes before the break (Fall Break or Spring Break). After that date, recitals can only be canceled.

### 5. Recital Monitors:

- a. The recital monitors are responsible for the following: moving the piano; preparing the stage prior to the recital, including stands and chairs; taking care of minor custodial necessities; moving equipment between selections, if necessary; acting as stage manager during the performance; making sure programs are at the performance.

- b. Page turning is NOT a responsibility of the student recital workers. If a page-turner is needed, it is the responsibility of the performer to provide one.
- c. The performer is responsible for providing any necessary audio playback crew.

#### **6. Recital Programs:**

- a. It is the responsibility of the student performer to submit the recital program, formatted to meet the School of Music Style Guide.
- b. See the style guide included in this information packet and available on the School of Music website (<http://www.music.ku.edu/recital-scheduling>) for specific formatting instructions as well as information regarding program notes and translations.
- c. Program information must be properly formatted and submitted to Laura McCorkill (lmcorki@ku.edu) as a Word document attached to an email no less than two weeks before the recital date. A paper copy of the program bearing the instructor's signature must also be turned in to Laura at that time. Failure to submit the formatted Word document via email two weeks before the recital will result in the cancellation of the recital.
- d. If you miss the program deadline, you will receive the following email from Dr. Martin Bergee, Associate Dean for Academic Affairs:

*"Hello. You have received this email because the two-week deadline for submitting the formatted program for your upcoming recital to Laura McCorkill has passed. Therefore, your recital has been canceled. You have 24 hours from the time stamp on this email to submit a formal appeal to Dr. Martin Bergee, Associate Dean for Academic Affairs, in the form of an email sent to: [mbergee@ku.edu](mailto:mbergee@ku.edu). We will hold your recital time for 24 hours pending receipt of this appeal. The School of Music Leadership Team will consider your appeal and act within three calendar days. At that time, if the appeal is approved, you must immediately email the formatted program to Laura McCorkill as a Word document and give her a paper copy signed by your instructor. If the appeal is denied, your recital date will be released and the \$100 deposit will be forfeited. It will be your responsibility to contact Laura McCorkill about possibly rescheduling the recital and then follow through with program submission and fee payment deadlines. Should you choose not to appeal, your reservation for the performance venue, along with the \$100 deposit, will be forfeited."*

- e. This policy applies to student solo and chamber degree recitals.
- f. There is no option to print your own programs to avoid recital cancellation.
- g. Failure to meet the deadline for program submission will result in the automatic cancellation of the recital.

#### **7. Bales Organ Recital Hall:**

- a. Recitals in Bales Organ Recital Hall are booked first with Dr. Higdon.
- b. Recitals in Bales Organ Recital Hall must also be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- c. Recitals in Bales Organ Recital Hall will be recorded by Bales staff.
- d. Recitals in Bales Organ Recital Hall have the same expectations regarding program submission and date change as all other School of Music recitals (see #4 & #6 above).

#### **8. Recitals outside of Murphy Hall (except Bales – see 7. above) and Off Campus:**

- a. Recitals outside of Murphy Hall and Off Campus must also be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- b. The KU School of Music does not pay for piano tuning for student recitals outside Murphy Hall. This may be an additional expense not covered by the recital fee.
- c. The School of Music does not record recitals outside of Murphy Hall or Off-Campus recitals. It is the student's responsibility to record the recital if they want a recording of the performance. Contact Brock Babcock ([brockbabcock@ku.edu](mailto:brockbabcock@ku.edu)) to schedule a School of Music recording technician. This will be an expense not included in the recital fee.
- d. Graduate student degree recitals are required to be recorded. Student recitals recorded outside Murphy Hall must be submitted to Graduate Student Services on a CD or provide a downloadable link following the recital.
- e. Recitals outside of Murphy Hall and Off Campus have the same expectations regarding program submission and date change as all other School of Music recitals (see #4 & #6 above).