2015-16 Recital & Lecture/Recital Scheduling Policy

1. Students are allowed to schedule only degree recitals & lecture/recitals within Murphy Hall.
   a. 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.
   b. Procedure:
      i. Submit a completed event request form to Laura McCorkill in 460 Murphy
      ii. Pay the recital fee ($80 within Murphy Hall, $40 outside Murphy Hall, $20 conducting & opera performance). Cash or check payable to "KU School of Music". A $40 deposit will be accepted for Murphy Hall recitals. The remaining $40 is due two weeks before the recital date.
   c. 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 recitals will primarily take place in Swarthout Recital Hall. Other venues such as the Baustian Theatre, 114 MUR, 130 MUR, and off campus locations may be used based on need and availability.
   a. Schedule rooms with:
      i. Swarthout Recital Hall – Laura McCorkill (lmccorki@ku.edu)
      ii. Baustian Theatre – Mark Ferrell (mferrell@ku.edu)
      iii. 114 MUR – Dan Gailey (dgailey@ku.edu)
      iv. 130 MUR – Leslie O’Neil (lonell@ku.edu)
   b. Students may request the following days and times for a recital or lecture/recital in Murphy Hall:
      1. Monday – Friday 5:00 PM & 7:30 PM
      2. Saturday & Sunday 2:30 PM, 5:00 PM & 7:30 PM
   c. Dress rehearsal time is extremely limited. Students may schedule up to 2 hours of dress rehearsal time based on hall availability.
      i. The student’s instructor must be present for all rehearsals in Swarthout Recital Hall.
      ii. Keys to Swarthout will only be checked out to instructors for specific dates and times.
   d. Please contact Vincent Myrkal (pianotech@ku.edu) at least one week before the performance to let him know if you are using two pianos during your recital.
   e. 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.
   f. 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.
   g. Individual student degree recitals will not be scheduled during the summer semester without the consent of the major professor and Martin Bergee, Associate Dean for Academic Affairs. This does not apply to the same extent to every division. Have your applied lesson instructor contact the Associate Dean for Academic Affairs.
3. Performance rooms will be locked & unlocked by recital monitors. Performance rooms will not be left unlocked by recital monitors for late night practice time.
4. The KU School of Music Recording Services staff will record Murphy Hall performances.
   a. An MP3 file will be provided to the performer.
   b. The School of Music does not automatically record recitals outside of Murphy Hall or Off-Campus. It is the student’s responsibility (optional for undergraduates) to record the recital if they want a recording of the performance. This may be an expense not included in the recital fee. The School of Music does offer recording at an additional cost of $70. Requests for recording outside of Murphy Hall and Off Campus must be made to BrockBabcock@ku.edu at least two weeks prior to the event.
   c. 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 as a Dropbox link following the recital.
5. Canceling or changing the recital date is strongly discouraged.
   a. $40 of the recital fee is a deposit, which is non-refundable.
   b. An additional $40 deposit will be necessary every time the recital date is changed.

6. Recital Monitors are scheduled to oversee each performance.
   a. The 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.

7. It is the responsibility of the student performer to submit the recital program, formatted to meet the School of Music Style Guide.
   a. 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.
   b. Program information must be properly formatted and submitted to Laura McCorkill (lmccorki@ku.edu) as a Word document attached to an email and the full recital fee must be paid 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. The month prior to your recital, you will receive a reminder email with specific information regarding program submission and recital fee payment. Failure to submit the formatted Word document via email and/or to pay the full recital fee two weeks before the recital will result in the cancellation of the recital.
   c. If you miss the program/fee payment 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 and/or paying the balance of the recital fee 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. 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 and/or pay the remainder of the recital fee. If the appeal is denied, your recital date will be released and the $40 deposit will be forfeited. It will be your responsibility to contact Laura McCorkill about 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 $40 deposit, will be forfeited.”
   d. This policy applies to student solo and chamber degree recitals.
   e. There is no option to print your own programs to avoid recital cancellation.
   f. Failure to meet the deadline for program submission and/or fee payment will result in the automatic cancellation of the recital.

8. Recitals in Bales Organ Recital Hall:
   a. Are booked first with Dr. Higdon.
   b. 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. Will be recorded by Bales staff.
   d. Have the same expectations regarding program submission and date change as all other School of Music recitals (see #5 & #7 above).

9. School of Music recital scheduling checklist:
   ✓ Obtain a recital scheduling packet in 460 MUR or online at http://www.music.ku.edu/recital-scheduling
   ✓ Read the information provided. Contact Laura McCorkill (lmccorki@ku.edu) with questions.
   ✓ Discuss possible recital dates with your applied instructor and have him/her sign the event request form.
   ✓ Bring the signed event request form and at least $40 recital payment (check payable to School of Music or cash) to 460 MUR and work with Laura to determine the recital date, time & location.
   ✓ Meet the two-week deadline for fee payment and program submission to avoid recital cancellation.