

2020-2021 Recital Request Form

NAME _____
(w/middle initial)

TODAY'S DATE _____ KUID _____

PHONE NUMBER _____

EMAIL _____

MAILING ADDRESS _____

Recitals are scheduled on a first come-first served basis.

Graduate Performance Certificate students are subject to the same recital scheduling policy as degree seeking students.

RECITAL SERIES JR SR MM DMA
L/R CERT COND OPERA

INSTRUMENT/VOICE _____

APPLIED PROFESSOR _____

RECITAL DATE/TIME _____

PERFORMANCE VENUE _____

Rooms may be reserved with the following:

Swarthout Recital Hall – Laura McCorkill (lmccorki@ku.edu)

Baustian Theatre -

114 MUR – Dan Gailey (dgailey@ku.edu)

130 MUR– Leslie O’Neil (loneil@ku.edu)

Bales Organ Recital Hall – James Higdon (jhigdon@ku.edu)

Michael Bauer (mbauer@ku.edu)

Off-Campus Recitals:

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) to schedule a School of Music recording technician. This will be an optional 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 a downloadable link following the recital.

1. Recital Scheduling Rules and Regulations:

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. ONLY degree recitals & lecture/recitals are scheduled within Murphy Hall.

c. The recital scheduling procedure is:

i. Submit a completed event request form to Laura McCorkill in 460 Murphy.

ii. Pay 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. **The recital fee is completely non-refundable.**

d. Student recitals postponed from the SP20 semester must be performed no later than October 15th.

e. All other student recitals must be performed between October 16th-November 24th.

2. Performance Venues:

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.

Day	1:00 PM	4:00 PM	7:30 PM
SUNDAY	Piano, strings, brass, percussion	Piano, strings, brass, percussion	Faculty, voice, woodwinds
MONDAY	XXXXXXXXXX	Piano, strings, brass, percussion	Faculty, voice, woodwinds
TUESDAY	XXXXXXXXXX	XXXXXXXXXX	Faculty, voice, woodwinds
WEDNESDAY	XXXXXXXXXX	Piano, strings, brass, percussion	Faculty, voice, woodwinds
THURSDAY	XXXXXXXXXX	XXXXXXXXXX	Faculty, voice, woodwinds
FRIDAY	XXXXXXXXXX	Piano, strings, brass, percussion	Faculty, voice, woodwinds
SATURDAY	Piano, strings, brass, percussion	Piano, strings, brass, percussion	Faculty, voice, woodwinds

a. Dress rehearsal time is extremely limited. Students with Swarthout recitals may schedule 1 hour of dress rehearsal (2 hours for lecture/recitals) time based on hall availability.

b. The student’s instructor will have access to Swarthout and the piano storage area using their Staff ID and must be present for all rehearsals in Swarthout Recital Hall.

c. Please contact Vincent Myrkalo (pianotech@ku.edu) at least one week before the performance to let him know if you are using two pianos during your recital.

d. Student degree recitals will not be scheduled on Stop Day.

Bales Organ Recital Hall recitals are:

a. Booked first with Dr. Higdon or Dr. Bauer.

b. Also scheduled with Laura McCorkill,

Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.

c. Recorded by Bales staff.

RECITAL FEE

Murphy Hall (\$100)	\$ _____
Bales (\$50)	\$ _____
Other (\$50)	\$ _____
Conducting/Opera (\$20)	\$ _____

Performer Signature

Applied Professor Signature

Keep in mind:

1. Was your recital postponed from last spring?
 - a. Yes – Perform between Aug 24-Oct 15
 - b. No – Perform between Oct 16-Nov 24
2. What is your instrument?
 - a. Piano, strings, brass, percussion
 - i. 1:00 & 4:00 recitals
 - b. Voice, woodwind, faculty
 - i. 7:30 recitals

To be completed by office staff:

EVENT DATE/TIME: _____

EVENT LOCATION: _____

FEE AMOUNT \$ _____

CASH _____

CHECK# _____

CREDIT CARD _____

PIN # _____

3. 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. 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 all student 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.
- h. Recitals outside of Murphy Hall and Off Campus, including 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).

These are the recital scheduling highlights.
For the full 20-21 Recital Scheduling Policy go to:
<http://music.ku.edu/recital-scheduling>