

College of Music – Student Recital Booking – Roomview Reservation System

When to submit a recital request

Fall semester

July 1 – DMA

July 8 – MM, GAC, Senior

July 15 – Junior

July 22 – Non-Degree

Spring semester

November 1 – DMA

November 8 – MM, GAC, Senior

November 15 - Junior

November 22 – Non-Degree

Summer semester

April 1 – All types

Please note that events may be adjusted, rescheduled or canceled based on community health conditions.

VIEW THE MUSIC CALENDAR - <http://calendar.music.unt.edu/>

VIEW ROOMVIEW - <http://calendar.music.unt.edu/roomview.php>

WHERE TO MAKE A REQUEST - <https://calendar.music.unt.edu/request.php>

1. Research available dates in **Roomview**, the COM online reservation system.
<http://calendar.music.unt.edu/roomview.php>
2. Your professor (and committee, if applies) must agree with your date choice.
Do not ask them to email approval to the scheduling office until you are asked to do so.
3. Make sure no major ensemble events are occurring that could be an audience conflict.
Example: Strings do not book against Symphony concerts, etc.
4. Now submit a “request” in Roomview once your booking date begins.
<https://calendar.music.unt.edu/request.php>
Only one request per student allowed. Make it count!
5. Once your request is submitted you will receive an in-process email.
6. Once your request is processed you will receive an instructional email.
 - Complete the deadline for the Scheduling Office immediately to hold the date.
 - When your recital is approved and forms (if applicable) are received then your event will appear on the web calendar.

Recital Types

Degree recitals include - DMA, Masters, and Senior recitals.

- Undergraduate Senior recitals include performance, jazz studies and composition areas of study
- Undergraduate Junior recitals occur in the following areas: Piano, Strings and Voice. These are required recitals, however the Senior recital is the terminal recital for the degree sought.
 1. Junior voice recitals normally occur on Tuesdays during voice departmental in VH at 5 PM and are typically joint recitals as they are half-length.
 2. Guitar undergraduate recitals often occur during guitar departmental on Thursdays from 2-3 PM in the VH. This is at the discretion of the guitar faculty.
- Degree recitals are automatically audio recorded for degree archival purposes in COM venues.

If these recitals are held off-campus a recording must be provided by the student for their degree record. These recitals are also live streamed, if in a College of Music venue with these services, and a video of the live stream (with breaks deleted) will be provided to the student.

- GAC recitals are a recital given for a non-degree program. These recitals do not follow the restrictions listed below for non-degree recitals and are booked when other degree recitals are as a GAC recital. They do not have to be recorded if held off campus, but are automatically recorded/live streamed if in a COM venue.

Student Handbooks and degree plans provide information about your degree recital and the requirements.

- Organ students may email kathleen.marion@unt.edu to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office will process your request and send you further instructions. There is no live stream service available in this venue, only audio recording.

Organ students using **Winspear** for recitals need to contact julie.hohman@unt.edu about availability and book the date. Next email the Scheduling Office to complete the booking process in Roomview and receive further instructions, music.scheduling@unt.edu

- Off-Campus Degree Recitals – location reserved with venue you are using

Senior Recitals:

1. Follow the same guidelines as other degree recitals and choose the location as “off-campus” for their venue.
2. Senior recital students opt out of the audio recording service provided for audio recording in on-campus COM venues.
3. In the Roomview request enter the complete venue name and address.
4. Standard recital times are preferred, but not required.
5. Recitals must be scheduled to occur on or before the last day for a degree recital.
6. After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

Graduate Recitals – DMA, MM and GAC:

1. Follow the same guidelines as other graduate degree recitals and choose the location as “off-campus” for their venue.
2. Off-Campus recitals must be approved prior to booking in Roomview by the DMA - the Graduate Performance Degree Committee Chair; GAC – the Director of Graduate Studies
3. Recordings are required for DMA and MM recitals and the student must provide a quality recording to the Graduate Office for their degree record.
4. In the Roomview request enter the complete venue name and address.
5. Standard recital times are preferred, but not required.
6. Recitals must be scheduled on or before the last day for a degree recital.
7. After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

Venues

Research the venues in Roomview for availability.

Please note there is no stage assistance provided for student events. Find fellow students to assist you.

Voertman Hall – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Preset 1 - all off except side emergency lights; Preset 2 - Pre-Concert/Intermission;

Present 3 – Full stage on, house lights off; Present 4 – Center stage on, house lights off;
Off – all lights off, including emergency
Pianos – New York Steinway, Hamburg Steinway, Bösendorfer
Audio and live stream w/video recording available

Recital Hall - For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>

Pianos – New York Steinway, Hamburg Steinway
Audio and live stream w/video recording available

Lab West – has computer and audio cabinet and podium

Piano – Steinway Concert Grand
Audio and live stream w/Video recording available
Jazz studies student recitals

Choir Room (MU230) available Fridays at 6:30 PM and 8:30 PM recital times only

Additional dates and times may become available when the Fall semester begins.

For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>

Piano – New York Steinway, Model D
Audio and live stream w/video recording available
Classical recitals

MEIT – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at <http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer 225 (not concert size)
Audio and live stream w/video recording available
Composition majors and other student recitals with Composition Area approval.

Directions for submitting a Roomview recital request

<http://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu.

Instrument – enter your instrument/voice

Title – Your Name and which degree recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium (organ only with venue approval); Lab West (jazz students); Choir Room (MU230-Recitals/performances are currently Fridays **only** at 6:30 PM and 8:30 PM)

Enter: Date, Enter Time, Start Time and Exit Time

You may enter the hall **30** minutes prior to your start time and will depart one hour after the start time.

Standard recital start times you may select from are:

Monday-Friday – 5:00 pm, 6:30 pm, 8:00 pm

Saturday & Sunday –12:30 pm, 2:00 pm, 3:30 pm, 5:00 pm, 6:30 pm, 8:00 pm

Tuesday through Thursday (jazz studies in Lab West) – 7 PM enter – 8:00 PM start

The end/exit time is 60 minutes after the start time. The live stream ends promptly at this time.

Plan accordingly when selecting the length of your pieces, the time between each and your time on and off stage to stay within 60 minutes unless you choose the 8:00 PM time slot. Then you must select the proper extended end time past 9:00 PM so we know when to end the live stream.

Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for live stream video and audio recording.

Piano Tuning: If you want a piano tuned check the Piano Tuning box. **IMPORTANT:** You must select the piano to be tuned in the hall. Use the pull-down menu that appears when you click the box.

SAVE YOUR REQUEST

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue.

WHEN FINISHED CLICK “MAKE REQUEST”

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

Dress Rehearsals: May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

Receptions: Limited reception space is available for student use. Floyd Graham Green Room, MU295 and the Spec’s Courtyard (weather permitting). You may reserve space in the Roomview System after your recital is approved and on the web calendar. The Green Room may not be reserved when a recital is occurring in the Recital Hall due to possible sound bleed. This space is booked two weeks in front of the date desired unless choosing an 8 PM recital.

Concert/Event Scheduling Office - music.scheduling@unt.edu