

# Student Recital Booking

*Please note that events may be adjusted, rescheduled or canceled based on availability.*

**WHERE TO MAKE A REQUEST** - <https://schedulefm.com/untcom/request/login.cfm>

1. Research available dates in **ScheduleFM**, the COM online reservation system.
2. Your major professor (and committee, if it applies) must be typed into the Recital Reservation Notes. **Do not make a reservation until they have been contacted.** Do not ask them to email approval to the scheduling office.
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 ScheduleFM once your booking date begins.  
<https://schedulefm.com/untcom/request/login.cfm>  
Only one request per student allowed. Make it count!
5. Once your request is submitted you will receive an email confirming submission.
6. Once your room request is processed you will receive a room approval/denial email.
7. When your committee approves you will receive an email to submit your program to Linda Strube at [Linda.Strube@unt.edu](mailto:Linda.Strube@unt.edu)
  - If your committee denied your request you will need to find new committee members or dates/times and resubmit your recital request from the beginning.

## 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.
- 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 [Jesse.Eschbach@unt.edu](mailto:Jesse.Eschbach@unt.edu) and [Destiny.Andrews@unt.edu](mailto:Destiny.Andrews@unt.edu) to see if the **Winspear Organ** is available on a given date and book the space with her. Forward all approvals to

[music.scheduling@unt.edu](mailto:music.scheduling@unt.edu), then enter a request in ScheduleFM and the Scheduling Office will process your request and send you further instructions.

- **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 must provide their own recording per their degree requirements.
3. In the ScheduleFM 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.

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 ScheduleFM 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 ScheduleFM 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.

**Non-Degree Recitals:** Are not live streamed or audio recorded without fee payment to Recording Services.

**Venues** Research the venues in ScheduleFM 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 recording and live streaming 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 recording and live streaming available

**Lab West** – has computer and audio cabinet and podium

Piano – Steinway Concert Grand

Audio recording and live streaming available

Jazz studies student recitals

**Choir Room (MU230) available Fridays at 6:30 PM and 8:00 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 recording and live streaming 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 recording and live streaming available  
Composition majors and other student recitals with Composition Area approval.

## Directions for submitting a ScheduleFM recital request

<https://schedulefm.com/untcom/request/login.cfm>

- Select SCHEDULEFM 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 ScheduleFM” 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; Choir Room, MEIT (with approval from Composition Area); Lab West (jazz students);

### 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.

Voertman Hall and Recital Hall Recital Times:

**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**

Lab West Recital Times:

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

Choir Room Recital Times:

**Fridays *only* at 6:30 PM and 8:00 PM**

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**Dress Rehearsals:** May be booked when your recital date is approved by your major professor and/or committee.

**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 ScheduleFM 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](mailto:music.scheduling@unt.edu)