

# 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 verbally approved committee, as they apply to degree recitals) must be selected. **Do not make a reservation until they have been contacted.** Do not ask them to email approval to the scheduling office.
  - If your committee denies your request you will need to resubmit your recital request from the beginning.
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. 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)

## 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 may also be live streamed, for an additional fee. See the fee schedule for more information of fees: [https://music.unt.edu/sites/default/files/2022\\_recording\\_prices.pdf](https://music.unt.edu/sites/default/files/2022_recording_prices.pdf)
- 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. These recitals will be single camera recorded at no additional charge. See the fee schedule for other optional fees: [https://music.unt.edu/sites/default/files/2022\\_recording\\_prices.pdf](https://music.unt.edu/sites/default/files/2022_recording_prices.pdf)

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. There are 3 ‘off-campus’ locations to choose from.
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.

#### 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. There are 3 ‘off-campus’ locations to choose from.
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.

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

## 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 ‘go to ScheduleFM’ on the Scheduling & Recital Resources page:  
<https://music.unt.edu/scheduling>
- See the ScheduleFM Manual for step-by-step instructions for room scheduling.  
<https://music.unt.edu/sites/default/files/schedulefm-manual.pdf>
- Follow directions to submit a Recital Request

### 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:

**Monday through Thursday (jazz studies in Lab West) – 6 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 event 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)