

# Recital Scheduling Guidelines

## Contents

General Information .....	1
Recital & Exam Scheduling .....	2
Rehearsals and Receptions .....	3
Approved Recital Times .....	3
Recital Venues .....	4
Recording Services.....	5
How to Make a Request in ScheduleFM.....	5

## General Information

1. Please check the [Scheduling Resources](#) page for announcements and current guidelines.
2. Only one request per student allowed. **Make it count!** For Joint Recitals, check the [Recital & Exam Scheduling](#) section for more details.
3. Please check the [Recital Schedule](#) to make sure you are requesting an approved time. Reservations cannot be scheduled during official closure periods (viewable in ScheduleFM), including holidays and semester breaks, or during periods of scheduled maintenance.
4. Remember to make sure that no major ensemble events are occurring that could be an audience conflict (i.e. strings do not book against Symphony concerts, etc.).
5. All programs should be submitted to Linda Strube at [Linda.Strube@unt.edu](mailto:Linda.Strube@unt.edu) no less than three weeks in advance, not counting holidays. Please use the [Recital Program Information Sheet](#) to submit program info (you may print using this link, or pick up a copy from Linda in MU-241).
6. Audio recording, single and multi-cam recording, and livestreaming are available on request. Fees may vary - please check the Recording Services Fee Schedule to make sure this is in your budget. **You must schedule your recital and pay any applicable fees in full a minimum of three weeks in advance or you will not receive recording services – this is non-negotiable.** You will not be sent an invoice until your committee has approved your request, so it is imperative that you request far enough in advance for your recital to be scheduled and approved and all fees paid by the deadline.
7. For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>.
8. **Please note that events may be adjusted, rescheduled, or cancelled based on availability.**

## Recital & Exam Scheduling

[Student Handbooks](#) and degree plans provide information about your degree recital and the requirements. Degree recitals are automatically audio recorded for degree archival purposes in COM venues. For more information see the [Recording Services Fee Schedule](#) and the guidelines for [Off Campus Venues](#).

### Recitals & Exams which require Committee Approval

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.

If you are doing a Joint Recital, only one performer must make the request and the other will be listed as a Collaborator. Students may add unlimited professors for committee approval so please add ALL professors required for BOTH students. **\*\*Only the performer making the request will receive confirmation emails.\*\***

The following events require a committee:

- **Senior/Junior Recitals**
- **DMA/MM Recitals**
- **DMA Defense/ PhD Dissertation**
- **Proficiency Exams**

### Other Recitals

- **Graduate Artist Certificate (GAC) Recital** - GAC recitals are a recital given for a non-degree program. These recitals do not follow the restrictions for other non-degree recitals and are booked when other degree recitals are as a GAC recital. These recitals are the only non-degree recitals that will be single camera recorded at no additional charge. See the [Recording Services Fee Schedule](#) for other optional fees.
- **Non-Degree (Undergrad) Recital**
- **Faculty Recital** - These recitals are still subject to standard [Recital Times!](#)
- **Guest Artist Recital** - Please include info about the Guest Artist in your request, and send program/bio info ASAP so it can be entered into the public calendar.

## Rehearsals and Receptions

Dress rehearsals may be booked once your recital is approved in ScheduleFM by your entire committee. Rehearsals in performance spaces may not be scheduled between the hours of 11a and 9p until two weeks prior to the performance. Those who need to schedule further in advance may reserve a morning or late evening time and may reschedule within the two weeks prior if a more convenient time is available.

Limited reception space is available for student use. You may reserve the Green Room, MU-297, or the Spec's Courtyard (weather permitting) after your recital is approved and on the event calendar, no more than two weeks prior to your event (unless choosing an 8p recital). The Green Room may not be reserved when there is a performance in Recital Hall due to possible sound bleed.

## Approved Recital Times

You may enter the hall 30 min prior to your start time, and you must depart by one hour after your start time.

Hall	Days	Times Available					
		12:30p	2:00p	3:30p	5:00p	6:30p	8:00p
<b>Voertman Hall</b>	M-F				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sat-Sun	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recital Hall</b>	M-F				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sat-Sun	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Choir Room</b>	Friday					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lab West</b>	-	Under construction					

## Recital Venues

You must search ScheduleFM for availability before requesting a space. Remember to make sure that no major ensemble events are occurring that could be an audience conflict (i.e. strings do not book against Symphony concerts, etc.). Please note there is no stage assistance provided for student events. For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>.

Venue	Capacity	Instruments Available	Audio	Single Cam	Live-stream	Multi Cam
<b>Voertman Hall</b>	400	NY Steinway Hamburg Steinway Bösendorfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recital Hall</b>	250	NY Steinway Hamburg Steinway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Lab West</b>	130	NY Steinway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MEIT</b>	80	Bösendorfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Choir Room</b>	144	NY Steinway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Winspear</b>	1000	Ardoin-Voertman Concert Organ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Organ Recital Hall</b>	80	Reiger Organ Raisin Organ	<input checked="" type="checkbox"/>			
<b>Main Auditorium</b>	<b>Closed for Renovation</b>					
<b>Spec's Courtyard</b>	44+	-				

### Off Campus Venues

Off Campus recitals must be held before the last day for a degree recital. Standard recital times are preferred, but not required. Please enter the venue's complete name and address in your ScheduleFM request.

Graduate Off Campus recitals must be approved prior to booking in ScheduleFM. For DMA, contact the Grad Performance Degree Committee Chair; for GAC, contact the Director of Graduate Studies. For DMA and MM Recitals, the student must provide a quality recording to the Grad Office for their degree record.

## Recording Services

Recital Type	Standard Recording	Multi Cam	Livestream	Multi Cam AND Livestream
<b>DMA, MM, GAC, Sr</b>	No charge	\$75	\$75	\$150
<b>Jr, Non-Degree, Guest Artist</b>	\$50	\$75	\$75	\$200
<b>Faculty</b>	No charge	\$75	No charge	\$75

**You must schedule your recital and pay any applicable fees in full a minimum of three weeks in advance or you will not receive recording services – this is non-negotiable.** You will not be sent an invoice until your committee has approved your request, so it is imperative that you request far enough in advance for your recital to be scheduled and approved and all fees paid by the deadline.

Guest Performers must file a release form and return to Recording Services by email prior to the event.

### How to Make a Request in ScheduleFM

Please see the Room Reservation Guide for instructions on making requests through ScheduleFM.

### Cancellation Policy

When cancelling a recital, you must inform every applicable office, including but not limited to: [Music Scheduling](#), [Programs](#), [Recording Services](#), and/or [Piano Services](#). A cancellation notice will be posted on the door of the venue as well as the program bulletin board.