**Recital Scheduling Guidelines**

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General Information

1. Please check the [Scheduling Resources](https://music.unt.edu/scheduling) page for announcements and current guidelines.

1. Only one recital request per student allowed. **Make it count!** For Joint Recitals, check the [Recital & Exam Scheduling](#Recital_Exam_Scheduling) section for more details.
2. Please check the [Recital Schedule](#Recital_Times_Available) 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.
3. 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.).
4. All programs should be submitted to Linda Strube at [music.programs@unt.edu](mailto:music.programs@unt.edu) no less than three weeks in advance, not counting holidays. Please use the [Recital Program Information Sheet](https://music.unt.edu/sites/default/files/recitalProgramInformationSheet.pdf) to submit program info.
5. Audio recording, single and multi-cam recording, and livestreaming are available on request. Fees may vary - please check the [Recording Services Fee Schedule](#_Recording_Services) 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.**
6. For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>.
7. Please note that events may be adjusted, rescheduled, or cancelled based on availability.

Recital & Exam Scheduling

[Student Handbooks](https://music.unt.edu/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](#Recording_Services_Fee_Schedule) and the guidelines for [Off Campus Venues](#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** - Requires your major professor as a committee member.
* **Graduate** **Artist Certificate** **(GAC) Recitals** - Requires three committee members.
* **DMA/MM** **Recitals** - Requires three committee members.
* **DMA** **Defense/ PhD** **Dissertation** - Requires three committee members.
* **Proficiency** **Exams**

**Other Recitals**

* **Non-Degree** **(Undergrad) Recital**
* **Faculty Recital** - These recitals are still subject to standard [Recital Times](#Recital_Times_Available)!
* **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 during standard recital times until three 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 three 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 three 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.

\*\*Lab West recitals: You may enter the hall two hours prior to your start time and must depart two hours after your start time.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hall** | **Days** | **Times Available** | | | | | |
| **12:30** | **2:00p** | **3:30p** | **5:00p** | **6:30p** | **8:00p** |
| **Voertman Hall** | M-F |  |  |  |  |  |  |
| Sat-Sun |  |  |  |  |  |  |
| **Recital Hall** | M-F |  |  |  |  |  |  |
| Sat-Sun |  |  |  |  |  |  |
| **Choir Room** | W-F |  |  |  |  |  |  |
| **Lab West** | M-Th |  |  |  |  |  |  |

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** | **Multi**  **Cam** | **Livestream** |
| **Voertman Hall** | 400 | NY Steinway  Hamburg Steinway  Bösendorfer |  |  |  |  |
| **Recital Hall** | 250 | NY Steinway  Hamburg Steinway |  |  |  |  |
| **Lab West** | 130 | NY Steinway |  |  |  |  |
| **MEIT** | 80 | Bösendorfer |  |  |  |  |
| **Choir Room** | 144 | NY Steinway |  |  |  |  |
| **Winspear** | 1000 | **Ardoin-Voertman**  Concert Organ |  |  |  |  |
| **Organ Recital Hall** | 80 | Reiger Organ  Raisin Organ |  |  |  |  |
| **Main Auditorium** | 950 | Bedient Organ  Moller Organ |  |  |  |  |
| **Spec’s Courtyard** | 44+ | - |  |  |  |  |

**Off Campus Venues**

When requesting an off-campus venue, you MUST adhere to standard scheduling and program deadlines, so they can be added to the UNT calendar. Standard recital times are preferred, but not required. Please enter the venue’s complete name and address in the notes section of your request.

All Off Campus recitals must be approved prior to booking in ScheduleFM, using the [Scheduling Exception Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=khnecMYHD0ijGKGvy6A5g-k2wVZwMIxPnewVaXLcVaBUM1NONkdLNEVPS1M0UEE0WFY3Q0c3WVI5US4u). Grad Recitals also require Grad Office approval. 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** |
| **DMA, MM,**  **GAC, Sr** | No charge | $75 | $75 | $150 |
| **Jr, Non-Degree, Guest Artist** | $50 | $75 | $75 | $200 |
| **Faculty**  (must be > 50%  of program) | 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.**

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

Cancellation Policy

When cancelling or postponing a recital, you must inform every applicable office, including but not limited to:

[Music Scheduling](mailto:music.scheduling@unt.edu), the Grad Office, [Programs](mailto:music.programs@unt.edu), [Recording Services](mailto:recordingservices@unt.edu), and/or [Piano Services](mailto:pianoservices.music@unt.edu). A cancellation notice will be posted on the door of the venue as well as the program bulletin board.

**Cancellation Fee**

You will be charged a $75 fee if your recital is cancelled or postponed within six weeks of the original recital date. This fee may be appealed if the cancellation is for reasons beyond your control by using the [Scheduling Policy Exception Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=khnecMYHD0ijGKGvy6A5g-k2wVZwMIxPnewVaXLcVaBUM1NONkdLNEVPS1M0UEE0WFY3Q0c3WVI5US4u). Fees must be paid in full no later than three weeks before the end of the semester; unpaid cancellation fees may result in a hold on your student account.