ROOSEVELT UNIVERSITY
CHICAGO COLLEGE
OF PERFORMING ARTS

Recital Request Guidelines & Form

The Music Conservatory 2012-2013

Please read through the entire **Recital Request Guidelines** packet. The contents are as follows:

- Introduction, Instructions, Recital Request Dates, and Guidelines
- **Recital Request Form**

The degree recital is not only an opportunity to display your talent and hard work; it is also a requirement for graduation. Please read the following pages carefully to ensure that your recital scheduling goes as smoothly as possible. You will choose five possible dates—spanning at least two months—that work for you and your applied teacher based on the calendar of available dates, fill out the Recital Request Form, have it signed by your teacher and program head, and submit it during your assigned time.

RECITAL REQUEST FORM INSTRUCTIONS

This form, found at the end of the packet, is to be *fully completed* and returned to Melissa Morrison, Facilities & Scheduling Coordinator, in room 930 on the assigned dates listed below. Please note that **only** Fall 2013 recitals will be scheduled between Monday, August 27 through Friday, September 7. Spring 2013 recitals will **only** be scheduled between Monday, October 1 through Thursday, November 1. Guidelines for the available recital dates are listed on the following pages.

The concert calendar is updated constantly and availability is subject to change. The bulletin board outside of room 930 will have an updated list of remaining recital dates. Seniors and juniors: check this list to confirm that your preferred dates are still available prior to submitting your form!

Bring your completed form to room 930 during the dates designated below. You must be present for a brief meeting at the time you turn in your form. Do not hand in your form to anyone else, put it in a mailbox, or slide it under the door. Failure to hand in your form to Melissa by the deadline listed below will result in the loss of scheduling priority and may delay your graduation.

2012-13 Recital Request Dates	
FALL 2012 Recitals	
Degree Level	**Recital Request Dates**
Degree Recitals	August 27-August 29
Non-degree Recitals	August 30-September 7
SPRING 2013 Recitals	
Degree Level	**Recital Request Dates**
Diploma & Graduate Students	October 1-5
Seniors	October 8-10
Juniors*	October 11-16
Non-degree, voluntary recitals	October 17-31

*Juniors (except Piano Performance majors) must present a joint recital with another junior. (You may select your co-recitalist prior to October 11th and request your dates jointly.) It is not necessary for the recitalists to have the same major. If you do not choose a co-recitalist, the Music Conservatory Office staff will choose another student to pair with you.

Important Notice

If you fail to submit your form during your designated recital request dates, your form will be processed last. This could prevent you from receiving a preferred recital date and may delay your graduation

SELECTION GUIDELINES

I. All required degree recitals are scheduled in Ganz Hall, Marks Hall, Room 1080, and Mikowsky Hall only.
   a. Off-campus recitals are not permitted
   b. Jazz recitals must take place in Marks Hall.
   c. Most Diploma, Graduate and Senior recitals will occur in Ganz Hall
   d. Piano and String Junior and Non-degree recitals **must be held** in Mikowsky Hall. Please plan accordingly, as the room only seats 50 people.
   e. Any Junior or Non-degree recitalist who wishes to make a special request for their recital location must make the request prior to choosing a recital date.
   f. Only Percussion recitals may be scheduled in 1080.

II. No recitals will be scheduled at the same time as major ensemble concerts or other required Roosevelt University events (such as Commencement).

III. No voice recitals should be scheduled the day prior to or after any choir or opera performance that you participate in.

IV. Within the appropriate recital request dates (listed above), recitals are scheduled on a first-come, first-served basis.

V. When a date is available in Ganz, it is listed as "Open Recital" on the Recital Scheduling Chart (posted on the board outside of room 930).

VI. *General* recital times in **Ganz Hall** are scheduled as follows, when available:
   a. Mondays: 5:00 pm and 7:30 pm
   b. Tuesdays: 5:00 pm and 7:30 pm
   c. Wednesdays: 5:00 pm and 7:30 pm
   d. Thursdays: 5:00 pm and 7:30 pm
   e. Fridays: 5:00 pm (and sometimes 7:30 pm)
   f. Saturdays: 12:00 pm, 2:30 pm, 5:00 pm, and 7:30 pm
   g. Sundays: 12:00 pm, 2:30pm, and 5:00 pm

VII. **Marks Hall** is available for Jazz Studies recitals Tuesday and Thursday at 7:30 pm, Fridays at 5:00pm and sometimes 7:30 pm, and follows the same Saturday and Sunday schedule as listed for Ganz Hall (above).

VIII. **Room 1080** is available for Percussion Performance recitals Tuesday and Thursday at 7:30 pm and follows the same Saturday and Sunday schedule as listed for Ganz Hall (above)

IX. **Mikowsky Hall** is available during the same schedule as listed for Ganz Hall (above)

X. *Because your studio instructor is required to be present at your recital*, you **must** discuss potential dates with her/him prior to submitting your form. Your teacher **must** sign your form only **after** you have chosen your dates. The signature verifies your teacher's agreement with your **date choices** and approval for

playing the recital. In lieu of a signature, an email from your teacher clearly agreeing to your proposed recital dates will suffice. In this case, the student is responsible for printing the email and attaching it to the request form.

XI. Junior Co-Recitalists: Each recitalist must fill out an individual Recital Request Form and obtain all appropriate signatures.

OTHER IMPORTANT INFORMATION

Cancellation Policy

If any student (graduate, undergraduate, or diploma) cancels a confirmed recital after the scheduling period has ended (November 1, 2012) and reschedules within the semester, or from fall to spring, or from spring to summer, there will be a $100 charge, payable before the new date can be held or confirmed. The fee will be waived if a doctor's note is provided for any cancellation due to illness. Inadequate preparation or unforeseen scheduling conflicts do not excuse a student from paying this fee.

If any current fourth-semester graduate student reschedules the degree recital from Spring 2013 to Fall 2013, the student must register for 1 semester hour of continuation credit at a cost of $1661. For this continuation credit, the student is entitled to two one-hour lessons with his or her teacher.

Requests for postponement of a degree recital require written approval of the applied teacher, program head, and Dean Berna.

Program Submission

Once your request form has been submitted and approved, you will receive the Degree Recital Confirmation, which includes the confirmed recital date, all pertinent program submission information, and the **Student Recital Style Sheet**. You will receive information at the beginning of the semester regarding program submission. Your program is due 10 business days in advanced of your recital to studentrecitalprograms@roosevelt.edu.

Receptions

Receptions can be held in the Ganz Hall foyer with a $50 deposit and an agreement to the terms. You will receive the reception policy form when you receive your recital date. Please see Melissa if you have any questions.

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Recital Request Form

The Music Conservatory 2012-2013

PLEASE PRINT CLEARLY

1. Your Name _____
2. Juniors only: Co-Recitalist's Name _____
3. Student ID Number _____
4. Current phone number _____
5. RU e-mail address _____
6. Instrument/Voice Part _____
7. Your current class year (junior, senior, etc) _____
8. Degree and Major (e.g. B.M. in Jazz Studies, M.M. in Orchestral Studies, etc.) _____
9. Are you a Music Education/Classical Performance Double Major? (circle one) Yes/No

(If you are, then you must also have the Music Education Program head approve your dates and sign on the same line as your applied instructor)

10. Are you a M.M./Diploma percussion student performing an orchestral audition in lieu of a recital? (circle one) Yes/No

11. List five possible recital dates and times—**spanning at least <u>two months</u>**—ranked by preference:

#1	#2	#3
#4	#5	

12. Circle a performance venue: Ganz Marks 1080 Mikowsky

13. Applied Instructor: Sign here *after* you have approved the dates above (see page 2, IX)

12. Program Head: Sign here if you approve the dates above

Bring your completed form to Melissa Morrison in room 930 for a brief meeting during the designated dates:

Fall Recitals: August 27 – September 7

Spring Recitals:

- **Diploma & Graduate Students: October 1-5**
- **Seniors: October 8-10**
- **Juniors: October 11-12**
- **Non-degree: October 15-20**

Recitals are assigned on a first-come, first-served basis. If you miss your deadline, your form will be processed last.

OFFICE USE ONLY

Approved by:	Date:	Emailed? ☐	Date:

Questions? Contact Melissa Morrison at mmorrison05@roosevelt.edu or 312-341-3794, Room 930