

Recital Request Guidelines

The Music Conservatory 2018-2019

Please read through this entire **Recital Request Guidelines** document before completing the **Recital Request Form** via DocuSign.

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. This year, the recital scheduling process will take place partially online using DocuSign, and partially in person (final scheduling).

RECITAL SCHEDULING PROCESS

In addition to this packet, you should have received an email via DocuSign inviting you to submit a **Recital Request Form**. If you did not receive this email, see the Scheduling & Facilities Coordinator in AUD 929 (or musicrooms@roosevelt.edu). The form completion process is as follows:

1. **BEFORE COMPLETING FORM:** Student should discuss potential recital dates with studio instructor. Guidelines for the available recital dates are listed on the following pages and open recital dates can be found in ASIMUT – the online booking system (<http://ccpa.asimut.net>).
2. Student completes all required portions of the **Recital Request Form** via DocuSign
3. Student signs and submits form via DocuSign
4. Form is automatically sent to studio instructor, program head, and (if necessary) Music Education program head for approval of date requests. Student will receive a notification each time one of these individuals approves. A copy of the final form is automatically sent to both student and Scheduling & Facilities Coordinator.
5. Once the request form process is complete, students will meet Scheduling & Facilities Coordinator in AUD 929 (in person) based on the schedule on the next page to finalize their recital date.
6. The final page of the DocuSign form is a confirmation sheet. After a date/time has been confirmed with the Scheduling & Facilities Coordinator, this finalized form will be sent out to student, studio instructor, and program head and will act as final confirmation of recital date/time/location.

The recital calendar is updated constantly and availability is subject to change. ASIMUT will have an updated list of remaining recital dates. Seniors and juniors: check online to confirm that your preferred dates are still available prior to submitting your form!

If you submit your form and all the dates you requested are claimed before your turn to schedule, see the Scheduling & Facilities Coordinator in AUD 929 and he will issue you a new form via DocuSign to request alternate dates.

RECITAL SCHEDULING MEETINGS

Once DocuSign forms have been completed by all signers, students can schedule their recitals in AUD 929 based on the schedule below. Please make sure your DocuSign form is complete before coming to your meeting. The Scheduling Office is open from 8am-4pm Monday-Friday, **however recitals will only be scheduled starting at 9:00am.**

2018-19 Recital Request Dates	
FALL 2018 Recitals	
Degree Level	Recital Request Dates
All Degree Recitals	September 10 – September 14
All Non-degree Recitals	September 17 – September 21
SPRING 2019 Recitals	
Degree Level	Recital Request Dates
Diploma & Graduate Students	October 1 – October 5
Seniors	October 8 – October 12
Juniors*	October 16 – October 19 (No recitals will be scheduled on Monday 10/15)
All degree recitals	October 22 – October 26
Non-degree, voluntary recitals	October 29 – November 2

*Juniors (except Piano Performance majors) must present a joint recital with another junior. (Spring Semester Junior Recitalists may select your co-recitalist prior to October 16th 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 schedule your recital during your designated recital request date window, your request will be processed last. This could prevent you from receiving a preferred recital date and may delay your graduation.

Undergraduate Students: if your recital meeting happens later in the semester, your initial requested days may no longer be available. The bulletin board outside of AUD 929 will have an updated list of remaining recital dates. Check this list to confirm that your preferred dates are still available prior to submitting your form! If you submit your form and all the dates you requested are claimed before your turn to schedule, see the Scheduling & Facilities Coordinator in AUD 929 and you will be issued a new form via DocuSign to request alternate dates.

RECITAL SELECTION GUIDELINES

- I. All required degree recitals are scheduled in Ganz Hall, Marks Hall, AUD 1080, and Mikowsky Hall only.
 - a. Off-campus recitals are not permitted.
 - b. Jazz recitals may take place in Marks Hall or Mikowsky 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. Requests must be made to Dean Berna via email.**
 - f. Only Percussion recitals may be scheduled in AUD 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” in ASIMUT.
- 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. *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. This discussion will be verified by your studio instructor during the DocuSign process.*
- VIII. Junior Co-Recitalists: Each recitalist must fill out an individual Recital Request Form and obtain all appropriate signatures.
- IX. Music Education Majors: The Head of Music Education must sign off on your senior degree recital as they must attend.

OTHER IMPORTANT INFORMATION

Cancellation Policy

If any student (graduate, undergraduate, or diploma) cancels a confirmed recital after the scheduling period has ended (November 19, 2018) 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 2019 to Fall 2019, the student must register for 1 semester hour of continuation credit at a cost of \$1895. 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.

Recital Confirmation

Your recital confirmation will be the last page of your DocuSign **Recital Request Form**. A completed copy will be sent to you after you finish scheduling your recital in the Scheduling & Facilities office.

Program Submission

You will receive via email program submission information, including a program template and a pdf file with instructions for filling out the template. Your program is due 10 business days in advance of your recital to both jcairns@roosevelt.edu and studentrecitalprograms@roosevelt.edu. Please be sure to include BOTH email addresses when you send your completed program template!

Program Notes

Instructions for submitting program notes will be attached to the same email as your program submission information. Program notes are only required for vocalists, Music Education majors, and Composition majors.

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 the Scheduling & Facilities Coordinator if you have any questions.

