

2024-25 Recital Scheduling Policy (CONDUCTING)

1. Recital Scheduling Rules and Procedures:

- A. It is expected that multiple performances may be compiled to create one conducting recital of appropriate length.
- B. Students and instructors work together to determine the composition of each recital cycle.
- C. Each time a new recital cycle begins, a new recital form is sent to Laura McCorkill (lmccorki@ku.edu) and the \$20 recital fee is paid.
- D. All degree recitals & lecture/recitals, regardless of performance location, must be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- E. The recital scheduling procedure is:
 - a. Consult with your advisor to plan the appropriate content to constitute one complete conducting recital cycle.
 - b. At the start of the semester beginning the new recital cycle:
 - i. Submit a completed recital request form. Include the instructor's approval of the requested dates & times by attaching an email with that information to the request form. All recital request forms are available at <https://music.ku.edu/recital>. Look for "Conducting Recitals" to find the corresponding form and policy for conducting recitals.
 - ii. Once you have received the CONFIRMATION EMAIL from Laura, follow the payment instructions in the email to pay the full recital fee online. The recital fee is \$20.
 - iii. The full fee is due 24 hours after the confirmation email is sent. The recital fee is completely non-refundable.
 - c. A notation is added to ensemble concert program that a student will be conducting for credit and the following statement will be included in the concert program: "_____ is a student of _____ and presents this recital in partial fulfillment of the requirements for the degree _____."
- F. Watch for emails with information regarding recital scheduling for each semester.
- G. Individual student degree recitals will not be scheduled December 13, 2024, May 9, 2025, between December 16, 2024- January 20, 2025 or during the summer semester without the consent of the major professor.

2. Recital Recording:

- A. The School of Music recording staff work together with the ensemble staff to record ensembles and conducting students.
- B. Contact Brock Babcock for more information brockbabcock@ku.edu.

4. Recital Changes and Cancellations:

- A. Canceling or changing the recital date is strongly discouraged.
- B. The recital fee is non-refundable.
- C. An additional full recital fee is due every time the recital date is changed.

5. Recital Programs:

The program submission process varies between the ensembles. Following are the general rules for student program submission:

- A. It is the responsibility of the student performer to submit the recital program, formatted to meet the School of Music Style Guide at least **two weeks before the recital date**. Failure to submit the formatted Word document via email two weeks before the recital will result in the cancellation of the recital.
- B. See the style guides available on request from Laura McCorkill (lmccorki@ku.edu) for specific formatting instructions as well as information regarding program notes and translations.
- C. Program information must be properly formatted and submitted to Laura McCorkill (lmccorki@ku.edu) as a Word document attached to an email no less than **two weeks before the recital date**.
- D. An email from the instructor to Laura (lmccorki@ku.edu) indicating approval of the program must also be received by Laura at least **one week before the recital date**.
- E. Failure to submit the formatted Word document via email **two weeks before the recital** will result in the cancellation of the recital.
 - a. If you miss the program deadline, you will receive an emailed notification of cancellation of the recital from the Associate Dean for Academic Affairs.

- b. This policy applies to all student recitals.
- c. There is no option to print your own programs to avoid recital cancellation.