

2020-21 Recital & Lecture/Recital Scheduling Policy

(BALES ORGAN RECITAL HALL)

1. Recital Scheduling Rules and Procedures:

- A. Students may only schedule degree recitals & lecture/recitals with the KU School of Music. Non-degree recitals are not managed by the School of Music.
- B. 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.
- C. The recital scheduling procedure is:
 - a. Check with your applied lesson instructor and accompanist (if necessary) to choose possible recital dates. Check ensemble schedules to avoid scheduling conflicts and the University calendar to avoid Stop Day and holidays.
 - b. Secure a reservation of the performance venue. (Any costs associated with hall rental, piano tuning, recording, etc are the responsibility of the student and not the KU School of Music.)
 - c. At the time the recital is booked:
 - i. Submit a completed recital request form by email to lmccorki@ku.edu. (Available at <https://music.ku.edu/recital-scheduling>). Include the instructor's signature or have the instructor email Laura their approval of the date & time.
 - 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 \$50 outside of Murphy Hall and including Bales Organ Recital Hall.
 - iii. The full fee is due 24 hours after the confirmation email is sent. The recital fee is completely non-refundable.
- D. Recitals are scheduled on a first come-first served basis. Watch for emails with information regarding recital scheduling for each semester.
- E. Individual student degree recitals will not be scheduled December 10, 2021, May 6, 2022 or between December 12, 2021- January 18, 2022 or during the summer semester without the consent of the major professor.
- F. The last date to schedule or reschedule a recital each semester is the last day of classes before the break (Fall Break or Spring Break). After that date, recitals can only be canceled.

2. Bales Organ Recital Hall:

- A. Recitals in Bales Organ Recital Hall are booked first with Dr. Higdon or Dr. Bauer.
- B. Recitals in Bales Organ Recital Hall must also be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date. (See 1. b. above)
- C. Recitals in Bales Organ Recital Hall will be recorded by Bales staff.
- D. Recitals in Bales Organ Recital Hall have the same expectations regarding date change and program submission as all other School of Music recitals.

3. 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.

4. Recital Programs:

- 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 by request from Laura McCorkill for specific formatting instructions as well as information regarding program notes and translations. Direct questions to Laura McCorkill in 460 MUR or at lmccorkil@ku.edu.

- 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. A paper copy of the program bearing the instructor's signature or an email from the instructor to Laura (lmccorki@ku.edu) indicating approval of the program must also be received by Laura in 460 MUR.
- 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.
- F. Once the recital programs are printed, the student will be notified by email to pick them up in 460 MUR. It is the student's responsibility to deliver the printed programs to the performance venue.