

# 2021-22 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](mailto: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. *There is no need to petition the Associate Dean for Academic Affairs for performances outside Swarthout Recital Hall.*
- 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 by email. (Available at <https://music.ku.edu/recital-scheduling>). Include the instructor's signature or have them 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 \$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.

### 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 [KUSOMrecordings@gmail.com](mailto:KUSOMrecordings@gmail.com)

### 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](mailto: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](mailto: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](mailto: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.