

2024-25 Recital Scheduling Policy (SWARTHOUT)

1. Recital Scheduling Rules and Procedures:

- A. Students may only schedule degree recitals & lecture/recitals within Murphy Hall. Non-degree recitals are not managed by the School of Music. Degree recitals will take place in Swarthout Recital Hall.
- B. Students are normally limited to one recital within Swarthout Recital Hall per semester. Additional recitals within Swarthout Recital Hall can be scheduled after the priority recital scheduling dates.
- C. All degree recitals & lecture recitals must be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- D. 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. At the time the recital is booked:
 - 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>. Choose the appropriate performance space or situation to find the corresponding form and policy specific to the location.
 - ii. You will receive a RECITAL CONFIRMATION EMAIL from Laura. Follow the payment instructions in that email to pay the full recital fee online. The recital fee varies depending on the performance location and type.
 - iii. The full fee is due 24 hours after the confirmation email is sent. The recital fee is completely non-refundable.
- E. Students and faculty may request the following days and times for a recital or lecture recital in Murphy Hall (depending on room availability):
 - a. MONDAY – FRIDAY 5:00 PM, 7:30 PM
 - b. SATURDAY & SUNDAY 2:30 PM, 5:00 PM, 7:30 PM
- F. Recitals are scheduled on a first come-first served basis. 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, or between December 16, 2024- January 20, 2025 or during the summer semester without the consent of the major professor.
- H. 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 may be scheduled based on hall availability and may have to happen after the end of the semester.

2. Dress Rehearsals

- A. Dress rehearsal time is extremely limited. Students with Swarthout recitals may schedule 1 hour of dress rehearsal time (2 hours for lecture/recitals) based on hall availability. Contact Laura McCorkill at lmccorki@ku.edu to schedule dress rehearsal time.
- B. Dress rehearsal time is not available on Saturday & Sunday mornings.
- C. The student's instructor will have access to Swarthout and the piano storage area using their Staff ID and must be present for all rehearsals in Swarthout Recital Hall.

3. Piano Tuning

- D. Please contact Bob Dillinger at least one week before the performance to let him know if you are using two pianos during your recital.

4. Recording Services:

- A. The KU School of Music Recording Services staff will record AUDIO of Swarthout Recital Hall performances.
- B. An MP3 file will be provided to the performer via Dropbox link. Contact

brockbabcock@ku.edu if you do not receive your recording promptly after your recital.

- C. Graduate students must submit a copy of their recital program to Graduate Student Services following the recital.
- D. OPTIONAL RECORDING SERVICES:
 - a. Live Streaming Only \$50
 - b. HD Video Recording of Recital with FREE Live Streaming \$100
 - c. Single Camera Audition Recordings \$75/hour
 - d. 3-Camera Audition Recordings \$150/hour
 - e. Audio & Video Editing \$50/hour
- E. Contact the Recording Services Staff at brockbabcock@ku.edu to book optional services.

5. 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.

6. Recital Monitors:

- A. The recital monitors are responsible for the following: moving the piano; preparing the stage prior to the recital, including stands and chairs; cleaning the hall between performances; Intermission stage reset, if necessary; and making sure programs are at the performance.
- B. The performer is responsible for providing any necessary audio playback crew.

7. 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 at music.ku.edu/recital-scheduling 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. 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.