2022-23 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 9, 2022, May 5, 2023 or between December 17, 2022- January 16, 2023 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.

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