

Scheduling a Student Recital 2019-2020

Hello Music Students & Faculty,

If you, or one of your students, are planning a recital this academic year, please follow the protocol outlined below.

1. The student should consult with their applied teacher about possible dates and times.
2. Once they've arrived at some possibilities, the student should contact me (in person during my posted walk-in hours or by appointment or by phone) to check date, time, and venue availability on the following schedule:
 - Graduate Students: starting Aug. 26
 - Students giving Senior (4000-level) recitals: starting Sept. 3
 - Students giving Junior (3000-level) recitals: starting Sept. 9
 - Non-degree recitals: starting Sept. 16(Note that students don't have to sign up during these weeks, it just gives the upper level students a greater selection of dates. Any students can schedule after Sept. 16. These times are for scheduling recitals **for the entire academic year**, i.e., both the Fall 19 and Spring 20 semesters.)

Reminder: according to the School of Music handbook, a Junior (3000) level recital should consist of 30-45 minutes of prepared music, Senior (4000) level recitals, 45-60 minutes of prepared music, and Graduate (6000 or 7000), a maximum of 60 minutes of music.

3. When we've identified a time, I will hold one recital slot while the student completes the Degree Recital Request Form (attached). Please don't submit your form until we've met to hold a date.
4. The student will get the appropriate signatures on the form and return it to me as soon as possible.
5. Students may schedule their dress rehearsal at any point after confirming their recital date. Commonly, students scheduling recitals for spring need to wait until they know their schedule for that semester. Please note that dress rehearsals may not be scheduled in standard recital slots, so plan for morning/early afternoon on weekdays (aligned with UF periods) or in the morning on weekends.
6. Students will schedule their Pre-Recital Jury with their applied instructor. Since most of these take place in a faculty studio, there's no need to schedule space with me. If there are special circumstances that require a larger space, students can see me to reserve a room.
7. **At least** two weeks prior to the recital date, students should:
 - Submit all program materials to Emily Theobald (etheobald@ufl.edu) as directed on the Degree Recital Request Form. Please have your applied instructor approve these materials before sending them to Emily using the attached SoM Program Template. Note that the final, faculty-approved program in this template must be to Emily no later than two weeks before the recital, so if there are questions please address them earlier than the two-week deadline.

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- Check the posted updates calendar (outside of MUB 130) or the School of Music Events calendar in Outlook to make sure your recital is confirmed. If it is, and you don't need anything beyond recording equipment and keys, proceed to Step 8. If you do have additional equipment needs (such as audio playback, etc.), or will be making your own arrangements for recording, contact Trent Weller to inform him. Because of the increasing number of events each year, we will need to enforce this two-week deadline strictly.

Note: All degree recitals **MUST** be recorded and submitted to Trent, even if you're making your own arrangements. If you use the SOM recorders, Trent will download the recording so you don't need to submit another copy.

8. A day or two before your recital, Trent Weller will send you and your applied teacher an e-mail with a locker location and combination. This locker contains the digital recorder, keys, and any other items you've arranged with him.
9. Recital attendance is automatically set up for student recitals; you do not have to make any arrangements for this.
10. I generally book at least one half-hour before your recital start time for set-up. SOM does not provide stage or recording crew, so studios should arrange this for their students' recitals.
11. Enjoy your time in the spotlight!
12. If your recital isn't the last one of the day, please be efficient in clearing the room for the next recital.
13. At the conclusion of your recital, please return all equipment to its proper location following the plan posted backstage. Return all items (recorder, keys, etc.) to the locker and, if yours is the last recital of the day, turn off all lights, and make sure all exterior doors are locked and latched.

I've attached a copy of the Degree Recital Request Form and the SoM Program Template . These are always available in the SOM Office as well.

I look forward to working with you to schedule your recital.

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