STUDENT
RECIDAL
INFORMATION

A COLLECTION OF
POLICIES & FREQUENTLY ASKED QUESTIONS
ABOUT THE RECITAL PROCESS

Updated for 2015–2016

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GENERAL INFORMATION

RECITAL TYPES & ELIGIBILITY

Degree Recitals: Undergraduate students may present a maximum of one degree recital per academic year. Master and Specialist students may present a maximum of one degree recital per semester. DMA and Collaborative Piano MM students may present up to two degree recitals per semester. Exceptions can be made for students pursing two different SMTD degrees.

Recitals qualifying as a “Degree Recital” are:
- Final Senior Recital
- Final Masters Recital
- Masters Chamber Music Recital (chamber music degree must be declared)
- Final Specialist Recital
- Required Pre-Candidate Recitals
- Dissertation Recitals
- Dissertation Lecture Recitals

Non-Degree Recitals: are booked only as space is available. A maximum of one non-degree recital can be booked per student per academic year.

Recitals qualifying as a “Non-Degree Recital” are:
- Freshman Recitals
- Sophomore Recitals
- Junior Recitals
- First-Year Masters Recital
- Undeclared Masters Chamber Music Recitals
- First-Year Specialist Recitals
- Non-Required Pre-Candidate Recitals

VENUE AVAILABILITY

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STANDARD RECITAL TIMES & LENGTHS

Students reserving an SMTD venue must select an approved recital time as listed below. Start times may not be altered.

- **12:30 pm** set-up begins at 11:30 am / vacate by 1:50 pm
- **2:00 pm** set-up begins at 1:00 pm / vacate by 3:20 pm
- **2:30 pm** set-up begins at 1:30 pm / vacate by 3:50 pm
- **3:00 pm** set-up begins at 2:00 pm / vacate by 4:20 pm
- **4:30 pm** set-up begins at 3:30 pm / vacate by 5:50 pm
- **5:00 pm** set-up begins at 4:00 pm / vacate by 6:20 pm
- **5:30 pm** set-up begins at 4:30 pm / vacate by 6:50 pm
- **7:00 pm** set-up begins at 6:00 pm / vacate by 8:50 pm
- **7:30 pm** set-up begins at 6:30 pm / vacate by 8:50 pm
- **8:00 pm** set-up begins at 7:00 pm / vacate by 9:50 pm

**Length:** Recitals are not to exceed 60 minutes of music, including encore, with the exception of the noted recital times*. Students required to present a 90 minute recital should elect recital times indicated by *

**DRESS REHEARSALS:** One dress rehearsal in the performance hall may be scheduled per recital. Dress rehearsals are two hours long and are inclusive of set-up and tear-down needs.

**RESTRICTED DAYS**

Study days, exam days & university observed holiday breaks are not available for recital scheduling. This includes:

- Thanksgiving: November 26, 2015
- Fall Term Study & Exam Days: December 15–December 23, 2015 (at 5:00 pm)
- Winter Term Study & Exam Days: April 19–28, 2016 (at 5:00 pm)

**OFF-SITE RECITALS**

Students may elect to present a recital at a non-SMTD venue. Recital booking and start times are handled on your own in collaboration with the venue. A list of non-SMTD locations frequently used for recitals is available online.

**CANCELLATION POLICY**

Students are allowed reschedule their recital as needed until the add/drop deadline (Fall: Sep. 28, 2015/Winter: Jan. 26, 2016). After this point, any student cancelling a recital will not be allowed to reschedule in any SMTD performance space for the remainder of the semester. Exceptions can be made for injury/illness (doctor’s note required) or family emergencies.

To cancel your recital, please complete a [Recital Cancellation Form](#) available from the Scheduling Office (room 2266).
WHEN TO BOOK YOUR RECITAL & DRESS REHEARSAL

Degree Recitals:
  Fall term recitals: beginning August 3, 2015 at 8:00 AM
  Winter term recitals: beginning November 2, 2015 at 8:00 AM

Non-Degree Recitals: can be booked a maximum of 6 weeks in advance.

Do not submit multiple requests for the same recital. ALL iterations of multiple requests will be denied.

HOW TO BOOK YOUR RECITAL

All student recitals are booked online through the new recital scheduling website!

  Please visit the Student Recital Information web page for the link.

You will be required to log in using your U-M unique name and password. The system will already know if you are an undergraduate or graduate student. Select the type of recital you will need (non-degree or degree) and click “Show Available Slots”. Select a date & time by clicking “reserve this” underneath the slot you would like. Please note that the times listed on this web page are the Recital Slots, not your recital start and end times! See Standard Recital Times & Lengths.

The next window will show available dress rehearsal times up to 2 weeks in advance of your requested recital date. Again, select your dress rehearsal time by clicking “reserve this” under the desired slot.

Please make note of your selected dates & times in your calendar!

DATE CONFIRMATION & APPROVAL

After requesting your event date & time you must complete the online Recital Confirmation Form.

  Please visit the Student Recital Information web page for the link.

Once completed you will receive an e-mail with an attached PDF. This form must be printed out, and signed by your professor. Return the signed form to the Scheduling Office within 1 week of requesting your event to confirm your recital date & time. Any un-confirmed events pending for more than 1 week will be cancelled.
ALL degree recitals MUST have an official SMTD program for your student file.

PROGRAM INFORMATION IS DUE 2 WEEKS BEFORE YOUR RECITAL!

If your program information is not turned in on time, you will have to create your own program to hand out at your recital. Late program information can be submitted after your recital for your official program.

HOW TO ENTER YOUR PROGRAM INFORMATION

1. Log into the SMTD Scheduling System at scheduling.music.umich.edu
2. Search for your event using the Change Calendar View drop-down menus.
3. Click on your event and scroll down until you see the link that reads: Add Program Information
4. Complete all steps after following the link and click “Save”. (Do not click the “back” button!)
5. Once completed, you will receive an automated e-mail confirming your submission and detailing the next steps.
6. Official student programs do not include thank-you notes, tributes, program notes, or text & translations.

EDITING, PRINTING & PUBLICITY

After your information has been submitted, you will receive an e-mail notification that your program is ready for editing. Proofs are picked up outside room 2258 in the red file on the programs table. Corrections must be legible and made directly on the program proof in RED ink. Return the proof no later than 7 days before your recital with both your signature and your professor’s signature.

All students receive 50 copies of their programs. If you would like more, a PDF copy of your program may be requested. You will not be notified when the programs arrive. Programs typically arrive 2–3 business days after your proof was returned and can be picked up from the programs table outside room 2258. Please sign the log when you pick up your programs.

Student recitals will be publicized on the website after your proof is returned. A copy of your program will be posted in the glass display cases.
PIANO KEYS are located in room 2258. It is the student’s responsibility to check out all the necessary keys for their dress rehearsal & recital.

ALL KEYS REQUIRE A REFUNDABLE $30.00 CASH DEPOSIT
No exceptions will be made. GSI’s are required to pay the deposit.

Keys are available for check out on weekdays:
8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM

Return your keys on the next business day following your recital. Students who do not return their keys within 2 weeks of their recital will forfeit their deposit.

ACCOMPANISTS: The accompanist application is completed online at music.umich.edu (Current Students > Student Resources > Accompanist Request Form). The request must be submitted within the first three weeks of the term after scheduling your recital.

RECITAL HEARINGS: Recital hearings are scheduled through your department. Unless otherwise directed, you do not need to reserve a space for this. If you are required to perform a recital hearing, do not return your signed program proof until after your panel has approved your recital.

RECORDING YOUR RECITAL: The School of Music, Theatre & Dance does not record student recitals, or endorse any private recording technicians. You are allowed to hire someone to make audio and/or visual recordings of your recital. Recording equipment is available for checkout.

RECEPTIONS

There is usually one table set-up in or around the other performance venues. After your recital, you must clean up, return reception table to where you found it, and empty all trash cans. (There are extra liners in the bottom of every trash can.)

Alcoholic beverages are prohibited on university grounds.
SPECIAL EQUIPMENT

If you require any of the following special equipment for your recital you must notify the appropriate SMTD faculty or staff no later than 4 weeks prior to your event.

*Please note that certain special equipment may not available in all recital spaces.

Emily Avers, Ensembles Manager, eavers@umich.edu, rm. 1314
- Extra Music Stands (more than 10)
- Extra Chairs (more than 10)
- *Conducting Podium (Britton & Rehearsal Hall only)

Roger Arnett, Recording Engineer, rogera@umich.edu, rm. 1260
- Projector & Screen
- Audio Equipment
- **“R2D2”** (Britton & Rehearsal Hall only)

Prof. Robert Grijalva, Piano Technology, pianoman@umich.edu, rm. 1245
- *2 Pianos (Britton Recital Hall only)
- Prepared Piano

Prof. Joseph Gascho, Harpsichord
Prof. Joseph Gramley, Percussion, jgramley@umich.edu

Harpsichords and certain percussion equipment cannot be moved to Stamps Auditorium or the Cady Room. Contact the appropriate professor **before** you set your program.

STILL HAVE QUESTIONS?

CONTACT INFORMATION

Scheduling: Erin Burris
- Moore Building, rm. 2266
- etheisen@umich.edu
- Desk: 734.764.8623

Facilities: Mary-Alice Wiland (trash, tables, heat & air conditioning, water leaks)
- Moore Building, rm. 2309
- mawiland@umich.edu
- Desk: 734.764.6524
- Emergency Contact: 734.604.6536

Accompanists: Lydia Qiu
- lydiaq@umich.edu
- Desk: 734.615.3729
RECITAL CHECKLIST & TIME LINE

NOW:

___ Pick 3 preferred recital dates and times. Check dates with your expected major ensemble’s schedule, professors, families, committee members and anyone else you may want at your recital. List dates here in order of preference.

1. ______________________________________________________________

2. ______________________________________________________________

3. ______________________________________________________________

BEGINNING AUGUST 4, 2014 / NOVEMBER 1, 2014:

___ Reserve ONE Recital & ONE Dress Rehearsal

___ Fill out the Online Recital Confirmation Form

___ Have professor sign form (e-mailed to you)

___ Return signed form to Scheduling Coordinator

WITHIN 1ST 3 WEEKS OF THE TERM:

___ Submit the Online Accompanist Request Form

NO LATER THAN TWO WEEKS BEFORE YOUR RECITAL:

___ Submit Program Information

WITHIN 2 WEEKS OF YOUR RECITAL:

___ Correct, Sign and Return Program Proof

___ Check Out Piano/Room Keys ($30 cash deposit)

___ Pick Up Programs

AFTER YOUR RECITAL:

___ Return Piano Keys, Room Keys, & Recording Equipment

___ Celebrate!