

Student Recital Scheduling Policy

All degree recitals are to be scheduled the semester prior. The scheduling windows are as follows:

For Fall Recitals: April 1-June 30 (prior to the Fall semester)

For Spring and Summer Recitals: September 15-December 10 (prior to the Spring/Summer semesters)

No degree recitals are to be scheduled during the last two weeks of classes. (This applies only to those students who require a collaborative pianist.)

The procedure for recital scheduling is as follows:

1. Students are to check the availability of the recital location with Ms. Winter in the front office.
2. Students are to fill out the Recital Request Form, which must have the following information to be considered complete:
 - a. Proposed Recital Date and Location
 - b. Proposed Hearing Date and Location
 - c. Signatures of the three committee members
 - d. Signature of the collaborative pianist
3. Students are to return copies of the completed Recital Request Form to the applied teacher and Ms. Winter. Ms. Winter will reserve the recital location at this time. *Recitals will not be officially scheduled and included on the Department of Music calendar until the completed forms with all appropriate signatures are submitted.*

Double booking policy:

Provided all other options have been exhausted, double booking of performances is acceptable if both parties involved agree to the double booking. The Performance Area Coordinator will serve as liaison between the two parties and communicate any double bookings to the coordinator of the performance calendar.