

The Ohio State University School of Music

STUDENT RECITAL SCHEDULING GUIDE

2021 – 2022

music.osu.edu



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

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The safety of our community is our top priority.

NOTE: When the university releases updated health and safety protocols for Autumn 2021, the Recital Guidelines will be updated to reflect those protocols and will be made available at music.osu.edu and in an updated *Recital Packet*.

Your *Recital Packet* will be emailed to you in August.

Be aware that guidelines can change as health and safety protocols are updated over the next several months.

The Ohio State University School of Music

110 Weigel Hall
1866 College Road
Columbus, OH 43210

music.osu.edu

STUDENT RECITAL PROCESS OVERVIEW

The following is a step-by-step guide to the recital scheduling process.

All required forms referenced below should be emailed to the Recital Scheduling Staff at mus-recitals@osu.edu. If unable to submit items electronically, email the staff at the same address to make alternate arrangements.

STEP 1 — Permission to Schedule Recital form(s)

1. Visit music.osu.edu/current/recital-guidelines
2. IF performing in **Hughes Auditorium**, print the *Permission to Schedule Recital* form.
3. IF performing an **Off-Campus** recital, print BOTH the *Permission to Schedule Recital* form and the *Off-Campus Recital Request* form.

The form(s) MUST be completed and submitted at least SIX WEEKS before your desired recital date.

STEP 2 — With your studio instructor, fill out the form(s) as follows:

1. To determine the required length of your recital, refer to the "How Much Time" section in this guide.
2. **IF** performing in **Hughes Auditorium**:
 - a. go to the "Room Schedule" link in the footer of the music.osu.edu home page;
 - b. refer to the Hughes Aud. column to find three potential recital dates/times and record them on the form;
 - c. obtain your instructor's signature once the form is completed.

IF performing **Off-Campus**, **ALSO** complete the *Off-Campus Recital Request* form as instructed.

3. Submit the completed and signed form(s) to the Recital Scheduling Staff at mus-recitals@osu.edu. Your preferences will be considered and you will receive email confirmation within 3–5 business days.

NOTE: When the university releases updated health and safety protocols for Autumn 2021, the Recital Guidelines will be updated to reflect those protocols and will be made available at music.osu.edu and in an updated **Recital Packet**.

Your *Recital Packet* will be emailed to you in August.

Your *Recital Packet* (either for On-Campus or Off-Campus) will guide you through the remaining steps and deadlines:

1. *Recital Packet Checklist*
2. *Dress Rehearsal and Recital Policies* form (On-Campus) OR *Dress Rehearsal* guidelines (Off-Campus).
3. *Audio Recording Services Agreement* form and requirements
4. *Recital Program Guidelines and Approval* form and **two (2) versions** of your FINALIZED program (.docx or .doc — **AND** a .pdf) *
5. *Hughes Auditorium Crew Needs Sheet*
6. \$50 recital fee (optional recitals; Autumn semester ONLY) +
7. Submit your final forms (as required for your location) THREE WEEKS before your recital.

IMPORTANT: Failure to submit ALL of these items on time will result in forfeiture of your recital date.

* FedEx on High Street or UniPrint at the Gateway Barnes & Noble are good options for printing your programs.

+ Submit payment to Eva Banks in Weigel 110. Make checks payable to *The Ohio State University*.

FREQUENTLY ASKED QUESTIONS

WHEN CAN I BOOK MY RECITAL?

AUTUMN SEMESTER RECITALS

The booking process begins in Week 10 of the previous spring semester and continues into autumn semester. Students will receive an email confirming the actual dates of scheduling.

- Week #10 Graduate students (required recitals) and Undergraduate piano students
- Week #11 Non-piano Undergraduate music majors (required recital)
- Week #12 Open scheduling for all (optional recitals)

SPRING SEMESTER RECITALS

The booking process begins in Week 10 of autumn semester and continues into spring semester. Students will receive an email confirming the actual dates of scheduling.

- Week #10 Graduate students (required recitals) and Undergraduate piano students
- Week #11 BME/BM students who are student teaching in autumn of the following year
- Week #12 All other Undergraduate music majors

NOTE: Students should not schedule optional recitals in spring semester.

HOW MUCH TIME DO I BOOK FOR MY RECITAL?

- BME & UG Junior (except piano & strings) = **30 minutes + 1 hour set**
- UG Junior Piano & Strings; BM UG Senior & GR Recitals (except chamber, piano & strings) = **1 hour + 1 hour set**
- UG Senior Piano & Strings; GR Piano, Strings & Chamber Recitals = **1.5 hours + 1 hour set**
- Jazz Combo recitals = **1 hour + 3 hour set, sound and strike**
- Percussion recitals are performed in blocks scheduled by the Percussion Studio

WHERE CAN I BOOK MY RECITAL?

- Recitals may be booked in Hughes Auditorium on a first-come, first-served basis.
- During Weigel Hall construction, students may also consider an off-campus recital. These recitals require special permission and have specific requirements. Refer to *What is the Process for Off-Campus Recitals?* on page 5.

ARE THERE ANY SCHEDULING RESTRICTIONS?

The following restrictions apply to recitals in **BOTH** Hughes Auditorium and Off-Campus venues.

- No recitals on Ohio State home football game days
- No recitals over Thanksgiving break, during autumn/winter/spring breaks, Easter Sunday
- No recitals may be scheduled on Reading Day or during final exams
- Optional recitals should only be scheduled in autumn semester
- Other scheduling restrictions may apply

WHAT IS THE PROCESS FOR HOLDING OFF-CAMPUS RECITALS?

To request an Off-Campus *required* recital, you **MUST**:

1. Complete the *Off-Campus Recital Request* form, with your instructor's signature AND the signed *Permission to Schedule Student Recital* form. Submit electronically to mus-recitals@osu.edu.

Your request will be considered and you will receive email confirmation within 3–5 business days.

For Autumn 2021 recitals — Your *Recital Packet*, which will reflect the most current university health and safety guidelines, will be emailed to you in August.

If an off-campus *required* recital is approved, you **MUST**:

1. Discuss all production, rehearsal and stage needs with your studio instructor.
 - The School of Music stage crew **will not** be available for off-campus recitals or rehearsals.
2. Ensure that a high-quality and properly tuned accompaniment instrument will be available if it is needed for the recital (e.g., piano, organ, or harpsichord):
 - You must arrange for the availability, tuning and placement of the venue's instrument in the discussions and agreements with the venue's representative.
3. Provide approved programs for the recital. You will receive detailed instructions in your *Recital Packet*.
4. Arrange for a professional-quality **audio** recording of the recital. Find instructions in your *Recital Packet*.

A recital performed without a high-quality audio recording will NOT count toward the completion of the degree program.

WHAT IF I NEED TO CANCEL OR RESCHEDULE MY RECITAL AND/OR DRESS REHEARSAL?

Students who reschedule or cancel an ON-CAMPUS dress rehearsal and/or recital with less than two weeks' notice will be charged \$50. If you must reschedule or cancel due to circumstances out of your control, contact your appropriate chairperson: Undergrads: David Hedgecoth (hedgecoth.1@osu.edu); Graduates: Danielle Fosler-Lussier (fosler-lussier.2@osu.edu).

Refer to the *Dress Rehearsal and Recital Policies* which are part of your *Recital Packet* and must be signed and submitted before your recital.

MAY I HOLD A RECEPTION AFTER MY RECITAL?

The option for a reception may be unlikely for Autumn 2021. Watch for updates in August.

All receptions held in Hughes Hall must be booked at least ONE WEEK prior to your recital by emailing the Recital Scheduling Staff at mus-recitals@osu.edu. The School of Music does not supply furniture or supplies for receptions.

You are responsible for:

- Cleaning the room and leaving it ready for use upon vacating the space.
- Trash, food, etc. cannot be left in School of Music receptacles. **All reception trash must be removed from the building!**