



Degree Recital Scheduling Worksheet

(240117)

This section to be completed by Performance Facilities or School of Music staff ONLY once scheduling is complete.

Reservation Number: _____

Recital Date: _____ Start Time: _____ Performance Length (with Intermission): _____

DRESS Rehearsal Date/Times: _____ Intermission (minutes): _____

Additional Rehearsals (if applicable): _____

Event/Setup Worksheet & Program DUE BY: _____ Payment(s) DUE BY: _____ Staff (initials) : _____

- Please review "Guidelines & Policies for Student Degree Recital" on reverse (page 2).
- **Student must be enrolled in the appropriate academic course the semester of the scheduled recital.**
- Please complete all required fields below and provide signature & date.
- Research potential dates for your recital performance.
 - Browse for potential available dates of Fine Arts Venues by going to reservations.wichita.edu
 - o Helpful hint: **ADD FILTER (Wiedemann, Miller, etc.)** to show only that room in your search.
 - o You may also schedule a meeting with Performance Facilities to research potential dates for your performance.
 - Once you have potential dates, meet with both your Applied Professor & Accompanist to verify those dates may work for them.
 - o NOTE: Both your Applied Professor & Accompanist will need to approve dates by initialing on the form as indicated.

Name: _____ myWSUID: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Instrument/Discipline: _____ (WRITE IN other/not listed): _____

SELECT Degree Recital Type: ☐ Junior ☐ Senior ☐ Graduate ☐ This is a Jazz Studies Recital

SELECT Venue Requested: ☐ Wiedemann ☐ Miller ☐ Other (please list): _____

LIST additional ensembles/performers on recital: _____

SELECT items needed or requested for recital:

- Keyboard(s): ☐ Grand Piano ☐ Harpsichord ☐ Organ (Wiedemann Only)
- Staging: ☐ Music Stand(s) ☐ Stage Chair(s) ☐ Conductor's Podium ☐ Conductor's Stand ☐ Choral Risers ☐ Lectern
- Technical: ☐ Audio PLAYBACK (source): _____ ☐ Solo/Announce Microphone(s) ☐ Video Presentation
- Streaming/Recording Services: ☐ NONE ☐ LIVEstream Presentation ☐ Audio ONLY Recording
(select one only)

Potential date(s) & time(s) for recital & rehearsals agreed upon by Student, Applied Professor, and Accompanist (if applicable):

Preferred date/time: _____ Alternate date(s)/time(s): _____

APPROVAL(s):

• Professor: _____ Initials: _____ • Accompanist: _____ Initials: _____

I acknowledge that I have read and understand the Guidelines & Policies as detailed on page two (2) of this form. I also agree to the stated requirements, incurred or potential fees, and due dates as applicable to the requested recital.

Signature: _____ Date: _____

Guidelines & Policies for Student Degree Recital

Recital Enrollment & Scheduling

- **The student must be enrolled in the appropriate academic course the semester of the scheduled recital.**
 - o **Junior Recital MUSP 300**
 - o **Senior Recital MUSP 400**
 - o **Graduate Recital MUSP 873**
- Failure to enroll may result in release or cancellation of previously scheduled recital performance date.
- Degree recitals presented outside the Fall or Spring Academic Semester must have prior written approval from the Director of the School of Music before scheduling dates.

Recital Performance Length

- Information presented is only a general guideline. The student is responsible for confirming recital level and discipline area specific guidelines with their Academic Advisor and/or Applied Professor.
- *Certain recitals may require additional scheduling of a Recital Hearing prior to the recital.*
 - o **Junior Recital (when required):** Program length of 25 minutes (*not including intermission*).
 - o **Senior Recital:** Program length of 25 minutes for BME or 45 minutes for BM (*not including intermission*).
 - o **Graduate Recital:** Program length of 35-45 minutes for MME or 60 minutes for MM (*not including intermission*).

Undergraduate Recital Scheduled Outside the Designated Recital Hour

- Undergraduate students are to schedule their recital during the School of Music designated degree recital hour on Tuesday or Thursday at 2:30 pm during the academic Fall or Spring semester.
- Undergraduate students who choose to schedule outside the Fall or Spring semester “academic day” (*Monday – Friday 9:00 am – 5:00 pm*), will be required to pay a **\$150.00 Performance Time Exception Fee** to Performance Facilities as indicated under due dates.
- *This School of Music policy only applies to undergraduate recitals. Graduate recitals are not bound by this policy, though they may choose to schedule their recital during the academic day.*

Recital Rescheduling Fee

- If a degree recital needs to be rescheduled from a previously confirmed date, the student is allowed to do so one (1) time without charge. Additional rescheduling of the recital date will be assessed a **\$50.00 Rescheduling Fee** payable to Performance Facilities at time of rescheduling for each schedule change thereafter.

Recital Cancellation Fee

- There may be instances which may necessitate cancellation of a scheduled recital. When the need for a cancellation is known, the student is responsible to notify Performance Facilities & the School of Music Office no later than 1 week prior to the scheduled dress rehearsal. Failure to provide timely notification will result in the student being assessed a **\$75.00 Cancellation Fee** payable at time of late cancellation.
- *Instances which may stem from extenuating circumstances will be evaluated on an individual basis in consultation with the Director of the School of Music.*

Recital Printed Program

- The student is responsible for creating and printing a recital program. *Program templates are available from the School of Music website.*
- Printed programs are due to the School of Music office no later than 7 days (1 week) prior to the dress rehearsal.
- A digital copy of the program (in lieu of a print version) may be submitted to the School of Music office by emailing to annemarie.brown@wichita.edu by the indicated deadline. Printed programs are still required prior to the date of the recital.

(Optional) LIVestream or Audio/Video Performance Recording & Fees

- If the student elects to have their recital performance Livestreamed or archive recorded, they are responsible to prepay for the associated service to Performance Facilities as indicated under due dates. Late payment will result in a **\$10.00 Late Payment Fee** being assessed to the requested service.
- **LIVESTREAM \$118.25** (*Streaming Fee \$110.00 + Sales Tax \$8.25*)
 - o Livestream video presentation will be via the School of Music YouTube channel (@WSUSchoolofMusic) or other approved WSU College of Fine Arts YouTube channel.
 - o Livestream video presentation will include a digital copy of the AUDIO ONLY recording as indicated under “AUDIO ONLY RECORDING”.
 - o Livestream video will remain available on the channel to which it was streamed unless the student provides written notification for its removal. This will permanently delete the video as no file archive of the video is retained by Performance Facilities.
 - o **PLEASE NOTE:** *There may be instances where issues with the University managed network may prevent the live presentation of the recital performance. When this occurs, the performance will be video recorded and then uploaded to the original slated YouTube Channel after the recital performance date.*
- **AUDIO ONLY RECORDING \$80.63** (*Audio Recording Fee \$75.00 + Sales Tax \$5.63*)
 - o The student will be provided the audio recording via a download from Dropbox.com following the recital. The download will only be available for a limited time and will not be retained as a file archive by Performance Facilities.

Due Dates

- Submission of Event/Setup Worksheet & Final Print Program:
 - o **DUE NO LATER than 7 days (1 week) prior to Dress Rehearsal date.**
- Payment for requested LIVestream or Performance Recording and, if applicable) Performance Time Exception Fee:
 - o **DUE NO LATER than 7 days (1 week) prior to Recital performance date.**