

The Ohio State University School of Music

STUDENT RECITAL SCHEDULING GUIDE

2023 – 2024

music.osu.edu



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

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The Ohio State University School of Music

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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 Eva Banks at mus-recitals@osu.edu. If unable to submit items electronically, email the same address to make alternate arrangements.

STEP 1 — Permission to Schedule Recital form(s)

1. Visit music.osu.edu/current/recital-guidelines and read all instructions thoroughly and access the *Performance Spaces* document.
2. Download the *Permission to Schedule Recital* form.
3. With your studio instructor, review the *Performance Spaces* document. Not all recitals must be performed in a recital hall. **IMPORTANT: Note the amenities listed for each space. Not all provide livestream or audio recording capabilities. High-quality audio recordings are required for student recitals.**

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

1. To determine the required length of your recital, refer to the "How Much Time" section in this guide.
2. Go to the "Room Schedule" link in the home page footer at music.osu.edu:
 - a. Refer to the **Auditoria** page or the **TMV Clasm/Perf Spaces** page to find your preferred space. Review the calendar listed for the space to find three (3) potential dates/times. List them on the form. Be careful to use the correct room code listed (ex. WG200, N120, N160, etc.)
 - b. Obtain your instructor's signature once the form is complete.
3. With your instructor, verify the 5-digit class number for the recital section you will schedule.
4. Submit the completed and signed form(s) to the Eva Banks at mus-recitals@osu.edu. Your preferences will be considered and you will receive email confirmation within 3–5 business days.
5. **The form MUST be completed and submitted at least SIX WEEKS before your desired recital date.**

Note: Occasionally, it may be appropriate to consider an off-campus recital venue (e.g. an organ is required). BOTH the *Permission to Schedule Recital* form AND the *Off-Campus Recital Request* form must be completed. Email mus-recitals@osu.edu to request the *Off-Campus Recital Request* form.

Once your recital has been confirmed, you will receive a copy of the *Recital Packet* which will guide you through these remaining steps and deadlines:

1. *Recital Packet Checklist*
2. *Dress Rehearsal and Recital Policies* form
3. *Audio Recording Services Agreement* form and requirements
4. *Recital Program Guidelines and Approval* form and submission of **two (2) versions** of your FINALIZED program (.docx or .doc — **AND** a .pdf) *
5. *Crew Needs Sheet*
6. \$50 recital fee (optional recitals; Autumn semester ONLY) +
7. Submit your final form(s) **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 can be a good option 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 may not schedule optional recitals in spring semester.

HOW MUCH TIME DO I BOOK FOR MY RECITAL?

- BME and 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 Weigel Auditorium, the Timashev Recital Hall or a few alternate space in Timashev. Refer to the *Performance Spaces* page. *Be aware of limited amenities in some spaces.*
- Spaces are scheduled on a first-come, first-served basis.
- Occasionally, it may be appropriate to consider an off-campus recital (e.g. an organ is required, etc.). These 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 performed both on and off campus.

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

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

- Students who reschedule/cancel an ON-CAMPUS dress rehearsal/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: Undergraduates: David Hedgecoth at hedgecoth.1@osu.edu; Graduate students: Eugenia Cost-Giomi at costa-giomi.1@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.

WHAT IS THE PROCESS FOR HOLDING OFF-CAMPUS RECITALS?

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

1. Complete BOTH the *Permission to Schedule Student Recital* form (available on the Recital Guidelines web page) AND the *Off-Campus Recital Request* form (request from mus-recitals@osu.edu). Submit both forms electronically to mus-recitals@osu.edu.

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

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

1. Discuss all production, rehearsal, recording 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. If not performing in a School of Music space where audio recordings are provided, students are responsible for making arrangements for a high-quality audio recording. It is strongly recommended that you utilize the services of a professional, although this is not a requirement.

The recording must be at least 44.1kHz and 24 bits.

MAY I HOLD A RECEPTION AFTER MY RECITAL?

School of Music **spaces must be reserved** for receptions. **Receptions must be held in non-carpeted spaces.** Email your request to mus-recitals@osu.edu

WILL MY RECITAL BE LIVESTREAMED?

All student recitals performed in **Weigel Auditorium** will be streamed live unless you decline the service on the *Crew Needs Sheet* form. The stream will be available on the School of Music YouTube Channel. A private link will be sent to you 1–2 weeks in advance, for you to share as you see fit. Only those with the link will be able to view the performance. The performance will be viewable on the channel using the same link even after the live performance date.

Currently, performances can only be video recorded (not livestreamed) in the **Timashev Recital Hall**. A link can be provided approximately 1 week after the performance.

The School of Music does not provide audio or video services for recitals performed off campus.