

2022-23 Recital & Lecture/Recital Scheduling Policy

(BALES ORGAN RECITAL HALL)

1. Recital Scheduling Rules and Procedures:

- A. Students may only schedule degree recitals & lecture/recitals with the KU School of Music. Non-degree recitals are not managed by the School of Music.
- B. All degree recitals & lecture/recitals, regardless of performance location, must be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date.
- C. The recital scheduling procedure is:
 - a. Check with your applied lesson instructor and accompanist (if necessary) to choose possible recital dates. Check ensemble schedules to avoid scheduling conflicts and the University calendar to avoid Stop Day and holidays.
 - b. Secure a reservation of the performance venue. (Any costs associated with hall rental, piano tuning, recording, etc are the responsibility of the student and not the KU School of Music.)
 - c. At the time the recital is booked:
 - i. Submit a completed recital request form. Include the instructor's approval of the requested dates & times by attaching an email with that information to the request form. All recital request forms are available at <https://music.ku.edu/recital>. Choose "Bales Recitals" to find the corresponding form and policy specific to the location.
 - ii. Once you have received the CONFIRMATION EMAIL from Laura, follow the payment instructions in the email to pay the full recital fee online. The recital fee is \$50 outside of Murphy Hall and including Bales Organ Recital Hall.
 - iii. The full fee is due 24 hours after the confirmation email is sent. The recital fee is completely non-refundable.
- D. Recitals are scheduled on a first come-first served basis. Watch for emails with information regarding recital scheduling for each semester.
- E. Individual student degree recitals will not be scheduled December 9, 2022, May 5, 2023 or between December 17, 2022- January 16, 2023 or during the summer semester without the consent of the major professor.
- F. The last date to schedule or reschedule a recital each semester is the last day of classes before the break (Fall Break or Spring Break). After that date, recitals may be scheduled based on hall availability and may have to happen after the end of the semester.

2. Bales Organ Recital Hall:

- A. Recitals in Bales Organ Recital Hall are booked first with Dr. Higdon or Dr. Bauer.
- B. Recitals in Bales Organ Recital Hall must also be scheduled with Laura McCorkill, Administrative Associate in charge of Recitals in 460 Murphy, at least three weeks prior to the performance date. (See 1. b. above)
- C. Recitals in Bales Organ Recital Hall will be recorded by Bales staff.
- D. Recitals in Bales Organ Recital Hall have the same expectations regarding date change and program submission as all other School of Music recitals.

3. Recital Changes and Cancellations:

- A. Canceling or changing the recital date is strongly discouraged.
- B. The recital fee is non-refundable.
- C. An additional full recital fee is due every time the recital date is changed.

4. Recital Programs:

- A. It is the responsibility of the student performer to submit the recital program, formatted to meet the School of Music Style Guide at least **two weeks before the recital date**. Failure to submit the formatted Word document via email two weeks before the recital will result in the cancellation of the recital.
- B. Style guides are available at <https://music.ku.edu/recital>. Click on the Performing Space that

corresponds to your recital. They include specific formatting instructions as well as information regarding program notes and translations. Direct questions to Laura McCorkill in 460 MUR or at lmccorkil@ku.edu.

- C. Program information must be properly formatted and submitted to Laura McCorkill lmccorki@ku.edu as a Word document attached to an email no less than **two weeks before the recital date**.
- D. An email from the instructor to Laura (lmccorki@ku.edu) indicating approval of the program must also be received by Laura at least **one week before the recital date**.
- E. Failure to submit the formatted Word document via email **two weeks before the recital** will result in the cancellation of the recital.
 - a. If you miss the program deadline, you will receive an emailed notification of cancellation of the recital from the Associate Dean for Academic Affairs.
 - b. This policy applies to all student recitals.
 - c. There is no option to print your own programs to avoid recital cancellation.
- F. Once the recital programs are printed, the student will be notified by email to pick them up in 460 MUR. It is the student's responsibility to deliver the printed programs to the performance venue.