

## 2022-23 Recital Scheduling Policy

### (MURPHY HALL – NOT SWARTHOUT)

**Recitals performed outside of Swarthout Recital Hall will not receive the same services as those performed within Swarthout Recital Hall and will NOT be recorded.**

#### 1. Recital Scheduling Rules and Procedures:

- A. Students may only schedule degree recitals & lecture/recitals within Murphy Hall. Non-degree recitals are not managed by the School of Music. Murphy Hall recitals will primarily take place in Swarthout Recital Hall, but 114 MUR, 130 MUR, and the Baustian Theatre may also be considered as performance spaces within Murphy Hall.
- 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. Contact Leslie O'Neil (for 130 MUR & Baustian Theatre) [loneil@ku.edu](mailto:loneil@ku.edu) or Dan Gailey (114 MUR) [dgailey@ku.edu](mailto:dgailey@ku.edu) to reserve the room.
  - 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 "Murphy Hall 1<sup>st</sup> Floor 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 that email to pay the full recital fee online. The recital fee is \$100.
    - iii. The full fee is due 24 hours after the confirmation email is sent. The recital fee is completely non-refundable.
- D. Students and faculty may request the following days and times for a recital or lecture/recital in Murphy Hall (depending on room availability):
  - a. MONDAY – FRIDAY 5:00 PM, 7:30 PM
  - b. SATURDAY & SUNDAY 2:30 PM, 5:00 PM, 7:30 PM
- E. Recitals are scheduled on a first come-first served basis. Watch for emails with information regarding recital scheduling for each semester.
- 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. Murphy Hall Performance Venues (other than Swarthout Recital Hall):

- A. Murphy Hall recitals will primarily take place in Swarthout Recital Hall. Other venues such as the Baustian Theatre, 114 MUR, and 130 MUR may be used based on need and availability.
- B. Rooms may be reserved with the following:
  - a. Baustian Theatre & 130 MUR - Leslie O'Neil ([loneil@ku.edu](mailto:loneil@ku.edu))
  - b. 114 MUR – Dan Gailey ([dgailey@ku.edu](mailto:dgailey@ku.edu))
- C. Students planning to use 114 MUR, 130 MUR, or the Baustian Theater as a recital space are notified that the following services will be provided for your performance:
  - a. Piano tuning (as necessary)
  - b. Inclusion on the School of Music website events list
  - c. Up to 50 printed program
- D. Recital Monitor staffing and recording are NOT provided for recitals outside of Swarthout Recital Hall.
- E. The following situations are unique to recitals held outside Swarthout Recital Hall:
  - a. It will be the responsibility of the performer to pick up printed recital programs in 460 MUR and bring them to the performance to be available for the audience.
  - b. Available lighting is overhead fluorescent. You are advised to consult with the person managing the

space with questions.

- c. In all cases, the performer will need reconfigure the risers and set up chairs within the performance space.

### 3. Recital Recording:

- A. **The School of Music does not record recitals outside of Swarthout Recital Hall.** Recital staffing and recording is NOT available for recitals outside of Swarthout Recital Hall.
- B. It is the student's responsibility to record the recital if they want a recording of the performance.
- C. Graduate student degree recitals are required to be recorded. This may be an additional expense for the student.
- D. Graduate student recitals recorded outside Swarthout Recital Hall must be submitted to Graduate Student Services on a CD or provide a downloadable link following the recital.)
- E. Live Streaming and video recording are not available outside of Swarthout Recital Hall.

### 4. 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.

### 5. 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](mailto:lmccorkil@ku.edu).
- C. Program information must be properly formatted and submitted to Laura McCorkill ([lmccorki@ku.edu](mailto: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](mailto: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.