

The Ohio State University School of Music

STUDENT RECITAL SCHEDULING GUIDE

2020 – 2021

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. In accordance with health and safety protocols, performers and all involved must follow all guidelines. More details will be available in the *Recital Packet*.

HEALTH CHECK. A current “green health checkmark” must be verified for all those participating in the recital by the recital performer or a stage crew member in the case of a solo performance. The health check is available through the Ohio State app.

TRACKING. We are required to maintain records of all personnel involved with every event/performance. The Recital Packet includes a form where you must provide a list of all personnel involved with the recital. This includes you, your accompanist(s), page turner(s), an collaborators or other performers. It is NOT necessary to list crew members, who will be tracked by production staff. You will submit this form with the rest of your required documents.

NO AUDIENCES. This includes no students from the same studio. Only committee members permitted in the seating area (and stage crew in the room.) Livestreaming will be provided.

MASKS. Solo or chamber groups of 5 or less may choose not to wear masks during a recital if ALL agree. Proper distances must be observed, and the recital must take place in an appropriate space with adequate HVAC. School of Music policies on bell covers and spacing to be observed:

- 6’ strings
- 10’ brass and winds

The Ohio State University School of Music
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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

1. Visit music.osu.edu/current/recital-guidelines
2. Print the *Permission to Schedule Recital* form.
3. The form MUST be completed and submitted at least SIX WEEKS before your desired recital date.
4. *Note: Be sure that you have registered for the corresponding recital course.*

NEW! STEP 2 — With your studio instructor, complete the form based on the following TIME LIMITS:



- Junior recitals = 30 minutes + set
- Senior/Graduate Piano, Gr. Strings and Gr. Chamber recitals = 2 hours + set time
- All other Undergraduate and Graduate recitals = 60 minutes + set time
- Set time to include 15 minute room rest period.

There is a limit of 60 minutes of consecutive performance time. A 15-minute room rest is required after a maximum of 60 minutes. A room rest is defined as a space being totally vacated. All personnel involved are to spend no more than 60 minutes total in the space. For example, if your recital is at 8 p.m., set would be from 7-7:30, you would have a soundcheck time from 7:30-7:45 with a mandatory room rest from 7:45-8 p.m.. The performance would start at 8 p.m. For Sr./ Gr. Piano, Gr. Strings, Gr. Chamber recitals it may be possible to have more than 60 minutes performance time by including a 15-min. room rest after the first 60 minutes. Then as much as another 45 minutes could be available. 15 minutes of room rest will be observed just prior to the start of the performance.

1. Go to the "Room Schedule" link in the footer of the music.osu.edu home page;
 - a. refer to the Hughes Aud. column to find three potential recital dates/times and record them on the form;
 - b. obtain your instructor's signature once the form is completed.
2. Submit the completed and signed form 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. Once confirmed, your **Recital Packet** will be emailed to you with additional instructions and deadlines.

Your **Recital Packet** will guide you through the 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 with Approval* form and **two (2)** versions of your FINALIZED recital program: a Word (.docx or .doc) **AND** a .pdf
5. *Hughes Auditorium Crew Needs Sheet*
6. *NEW Personnel list* — required for 2020–2021
7. \$50 recital fee (Optional Recitals; Autumn semester ONLY) *
8. 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.

* Submit payment to 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?



Follow the special 2020–2021 guidelines under STEP 2 above.

WHERE CAN I BOOK MY RECITAL?

- Recitals may be booked in Hughes Auditorium on a first-come, first-served basis.

ARE THERE ANY SCHEDULING RESTRICTIONS?

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

Students who reschedule or cancel a 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); Graduates: Danielle Fosler-Lussier (fosler-lussier.2).

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



Note that special accommodations will, of course, be made for cancellation due to illness.

WHAT IS THE ALTERNATIVE FOR A LIVE AUDIENCE DURING COVID–19?



Due to university safety regulations, we are unable to host live audiences during the 2020-2021 academic year.

It is our intention to live stream all recitals, unless you decline the service on your *Permission to Schedule* 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.

MAY I HOLD A RECEPTION AFTER MY RECITAL?



No receptions may be held during the 2020–2021 academic year. For health and safety considerations, all personnel involved must clear the recital space and building immediately following the 60-minute allotted time in the space.