

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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Special note for the 2020–2021 academic year: The safety of our community is our top priority. Due to safety restrictions related to the COVID-19 pandemic, certain limitations and protocols will apply to student recitals. Please follow all guidelines and instructions carefully. Watch for this symbol, where policies may be affected.



Students must complete and pass a health check on both the day(s) of their dress rehearsal(s) and recital.

Accompanists and all other performers must complete and pass a health check as well.

Failure to do so, or, a failed health check with results in the postponement of the performance.

The daily health check is available through the Ohio State app and is required of all students, faculty and staff each day that they will be on campus.

The Ohio State University School of Music

110 Weigel Hall
1866 College Road
Columbus, OH 43210

music.osu.edu

STUDENT RECITAL PROCESS OVERVIEW



For the 2020–2021 academic year: The safety of our community is our top priority. Due to restrictions related to the COVID-19 pandemic, certain limitations and protocols will apply to recitals. Please follow all guidelines and instructions carefully. Watch for this symbol, where policies may be affected.

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.*

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



ALL recitals, regardless of degree or instrument, must be NO LONGER than 45 minutes of music with 15 minutes for set. Each performance is limited to 60 minutes TOTAL in the space.

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 Sarah Burson in Weigel 110. Make checks payable to The Ohio State University.

FREQUENTLY ASKED QUESTIONS

WHEN CAN I BOOK MY RECITAL?



Special note for the 2020–2021 academic year: The safety of our community is our top priority. Due to the possibility of shifting dates due to the COVID-19 pandemic, the timing of recital scheduling may need to be altered. Watch for updates, via email from the recital-scheduling staff.

AUTUMN SEMESTER RECITALS



Students whose recitals were canceled in Spring 2020 will be given first priority to reschedule their recital at the start of Autumn 2020 semester.

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?



*ALL recitals, regardless of degree or instrument, must last **NO LONGER** than 45 minutes of performance with 15 minutes for set. All personnel associated with the performance are limited to 60 minutes **TOTAL** in the space.*

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 2-3 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. Please note that as of Aug. 2020, livestreaming recitals is the intention of the School of Music. If plans change after the semester begins, we will update this policy.

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.