The Ohio State University School of Music

STUDENT RECITAL SCHEDULING GUIDE

2021 – 2022

music.osu.edu

The Ohio State University
COLLEGE OF ARTS AND SCIENCES

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TABLE OF CONTENTS

Recital Process Overview 3
Frequently Asked Questions 4–5
  ▪ When can I book my recital?
  ▪ How much time do I book for my recital?
  ▪ Where can I book my recital?
  ▪ Are there any scheduling restrictions?
  ▪ What if I need to cancel or reschedule my recital and/or dress rehearsal?
  ▪ What is the process for holding off-campus recitals?
  ▪ May I hold a reception after my recital?
  ▪ Will my recital be livestreamed?

The safety of our community is our top priority. Be aware that guidelines can change as health and safety protocols are updated throughout the academic year.

PERSONNEL and AUDIENCE TRACING — AUTUMN 2021
At the time of publication (July 2021), the university has not yet released final protocols regarding personnel tracing for Autumn 2021.

If tracking all personnel associated with a performance, as well as all audience members, is required, we will provide guidelines to students who have scheduled a recital. The enclosed Personnel Tracking Form will be part of that process.

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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(s)

1. Visit music.osu.edu/current/recital-guidelines
2. IF performing in Hughes Auditorium, print the Permission to Schedule Recital form.
3. IF performing an Off-Campus recital, print BOTH the Permission to Schedule Recital form and the Off-Campus Recital Request form.

   The form(s) MUST be completed and submitted at least SIX WEEKS before your desired recital date.

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

1. To determine the required length of your recital, refer to the "How Much Time" section in this guide.
2. IF performing in Hughes Auditorium:
   a. go to the "Room Schedule" link in the footer of the music.osu.edu home page;
   b. refer to the Hughes Aud. column to find three potential recital dates/times and record them on the form;
   c. obtain your instructor’s signature once the form is completed.
   IF performing Off-Campus, ALSO complete the Off-Campus Recital Request form as instructed.
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 Recital Scheduling Staff at mus-recitals@osu.edu.
   Your preferences will be considered and you will receive email confirmation within 3–5 business days.

Your Recital Packet (either for On-Campus or Off-Campus) will guide you through the remaining steps and deadlines:

1. Recital Packet Checklist
2. Dress Rehearsal and Recital Policies form (On-Campus) OR Dress Rehearsal guidelines (Off-Campus).
3. Audio Recording Services Agreement form and requirements
4. Recital Program Guidelines and Approval form and two (2) versions of your FINALIZED program (.docx or .doc — AND a .pdf) *
5. Hughes Auditorium Crew Needs Sheet
6. $50 recital fee (optional recitals; Autumn semester ONLY) +
7. 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.

* FedEx on High Street or UniPrint at the Gateway Barnes & Noble are good options 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 should not schedule optional recitals in spring semester.

HOW MUCH TIME DO I BOOK FOR MY RECITAL?

• BME & 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 Hughes Auditorium on a first-come, first-served basis.
• During Weigel Hall construction, students may also consider an off-campus recital. These recitals 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 in BOTH Hughes Auditorium and Off-Campus venues.

• 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/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: Undergrads: David Hedgecoth (hedgecoth.1@osu.edu); Graduate students: Tim Leasure (leasure.13@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 the Off-Campus Recital Request form AND the Permission to Schedule Student Recital form, both with your instructor’s signature. Submit 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 program.

MAY I HOLD A RECEPTION AFTER MY RECITAL?

At the time of publication (July 2021) health and safety protocols are not definitive with regard to contact tracing and/or unregulated food service. In addition, on-going construction places additional demand on School of Music spaces.

For these reasons, we cannot permit receptions to be held at this time. We continue to monitor the situation and will adjust the policy, if possible.

For now, assume that receptions may not be held in Autumn 2021.

WILL MY RECITAL BE LIVESTREAMED?

All student recitals performed in Hughes Auditorium will be streamed live unless you decline the service as outlined on your initial Permission to Schedule Recital form. Note that the School of Music does not provide audio or video services for recitals performed off campus.

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.