

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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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

Per university guidelines: All programs must maintain accurate participation and attendance logs for use with potential contact tracing.

Tracking audiences held in School of Music venues is required. Details will be provided in your *Recital Packet*.

Tracking audiences is not required in off-campus venues.

The Ohio State University School of Music

110 Weigel Hall
1866 College Road
Columbus, OH 43210

music.osu.edu

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 dates/times and list 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 may 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 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 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: Undergraduates: David Hedgecoth at hedgecoth.1@osu.edu; Graduate students: Tim Leasure at 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?

School of Music spaces may be reserved for receptions. Requests should be emailed to music-recitals@osu.edu.

All university Health and Safety protocols must be followed including maintaining a contact tracing log of attendees, and all guests must be masked indoors regardless of vaccination status.

An attendance log template will be provided with your *Recital Packet*.

WILL MY RECITAL BE LIVESTREAMED?

All student recitals performed in Hughes Auditorium will be streamed live unless you decline the service 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.