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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 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. 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. Once confirmed, your Recital Packet will be emailed to you with additional instructions and deadlines.

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 FINALIZED program (.docx or .doc — NO .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 Sarah Burson 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 may only be scheduled in autumn semester
• Other scheduling restrictions may apply
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, with your instructor’s signature AND the signed Permission to Schedule Student Recital form. Submit electronically to mus-recitals@osu.edu.

Your request 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.

If an off-campus required recital is approved, you MUST:

1. Discuss all production, rehearsal 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. Refer to instructions in your Recital Packet.

A recital performed without a high-quality audio recording will NOT count toward the completion of the degree program.

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

Students who reschedule or cancel an ON-CAMPUS 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: Jan Edwards (edwards.689); Graduates: C. Patrick Woliver (woliver.1). Refer to the Dress Rehearsal and Recital Policies which are part of your Recital Packet and must be signed and submitted before your recital.

MAY I HOLD A RECEPTION AFTER MY RECITAL?

All receptions held in Hughes Hall must be booked at least ONE WEEK prior to your recital by emailing the Recital Scheduling Staff at mus-recitals@osu.edu. The School of Music does not supply furniture or supplies for receptions.

You are responsible for:
- Cleaning the room and leaving it ready for use upon vacating the space.
- Trash, food, etc. cannot be left in School of Music receptacles. All reception trash must be removed from the building!