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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.
3. Submit the completed form(s) to the Recital Scheduling Staff.

Your preferences will be considered and you will receive confirmation via email 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 these remaining steps and deadlines:

1. Submit your signed Dress Rehearsal and Recital Policies form.
   After reading the policies, you and your instructor must sign the form, to confirm that you understand and will abide by the policies. Dress rehearsals in Hughes Auditorium will not be booked until the form is received by Recital Scheduling Staff.
   Electronic signatures and/or email approval from your instructor will NOT be accepted.

2. Schedule your dress rehearsal.
   a. Refer to the Room Schedule to find an open time for your dress rehearsal(s).
   b. Email 2–3 possible dates/times to mus-recitals@osu.edu. You will receive confirmation via email within 3–5 business days.

   Dress rehearsals should be booked at least ONE MONTH before your recital, or
   THREE WEEKS prior to your desired dress rehearsal date — whichever comes first.

3. Submit your final forms.
   THREE WEEKS before your recital, email the following completed items to the recital scheduling staff.
   • Recital Packet Checklist
   • Recital Program Guidelines and Approval form
   • Recording Agreement form
   • Auditorium Crew Needs Sheet
   • a Word doc of your recital program FINAL DRAFT *
   • $50 recital fee (optional recitals only) +

   IMPORTANT: Failure to submit ALL of these items on time will result in forfeiture of your recital date.

* Students - FedEx on High Street or Station 88 at the Ohio Union 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 Booking Off-Campus Recitals below.

ARE THERE ANY SCHEDULING RESTRICTIONS?

The following restrictions apply to recitals in both Hughes Auditorium and Off-Campus.

- 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 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, the student MUST:

1. Complete the Off-Campus Recital Request form, with the instructor’s signature and submit it along WITH the signed Permission to Schedule Student Recital form to mus-recitals@osu.edu

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

1. Provide approved programs for the recital. See the School of Music program template and Recital Program Guidelines at https://music.osu.edu/current/recital-guidelines
2. Discuss all production, rehearsal and stage needs with the studio instructor.
   • The School of Music stage crew will not be available for off-campus recitals or rehearsals.
3. 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):
   • The student must arrange for the availability, tuning and placement of the venue’s instrument in the discussions and agreements with the venue’s representative.
4. Arrange for a professional-quality audio recording of the recital:
   • Request School of Music Recording Services at https://music.osu.edu/current/recording-services
     o To determine the availability of the Recording Services, email mus-recording@osu.edu
     o It is the student’s responsibility to arrange for a professional-quality audio recording of the recital, if School of Music Recording Services are not available.
   • For information on recording format and quality standards, email mus-recording@osu.edu

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 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 (Undergraduates: Jan Edwards.689; Graduates: Patrick 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 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.

Students 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!