Student Recital Guide

The following is a step-by-step guide to the Recital Scheduling Process.

Unless otherwise noted, all materials should be submitted via email to mus-recitals@osu.edu. If you are unable to submit your items electronically, you will need to contact the recital scheduling staff via email to make alternate arrangements.

1. **Permission to Schedule Student Recital Form.**
   a. Go to music.osu.edu and find “Internal Resources” in the home page footer. Go to the Recital Guidelines section and print the *Permission to Schedule Recital* form. This form MUST be completed and turned in at least six weeks prior to your desired recital date.
   b. With your studio teacher, fill out the Permission to Schedule Recital form, as follows:
      - Go to the Room Schedule link at the bottom of the music.osu.edu home page
      - Refer to the Room Schedule to find three potential recital dates/times and record them on the form
      - Obtain your studio teacher’s signature once the form is completed
      - Undergraduates Only. Obtain the signature of Eva Banks in Weigel #110 to confirm completion of the Quarterly/Semester Concert Attendance reports
   c. Submit the completed *Permission to Schedule Recital* form 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.

2. **Submit Your Signed Dress Rehearsal + Cancellation/Rescheduling Policy form**
   After reading the Dress Rehearsal Policy and the Cancellation/Rescheduling Policy found in your packet, you and your adviser must sign the appropriate line at the bottom of that form to confirm that you understand and will abide by these policies. Dress rehearsals will not be booked until the signed Recital Checklist is received by Recital Scheduling staff. Please note that electronic signatures and/or email approval from your adviser will not be accepted.

3. **Schedule Your Dress Rehearsal.**
   Refer to the Room Schedule to find an open time for your Dress Rehearsal(s). Email 2-3 possible openings to mus-recitals@osu.edu. You will receive confirmation via email within 3-5 business days. Please note that dress rehearsals should be booked at least one month before your recital or two weeks prior to your desired dress rehearsal date- whichever comes first in the calendar.

4. **Turn in Your Completed Packet.**
   Three weeks before your recital, you will need to turn in the following forms:
   - Recital Packet Checklist
   - Recital Program Guidelines and Approval Form
   - Recording Agreement Form
   - Auditorium Crew Needs Sheet
   - 4 printed copies of your recital program*
   - $50 recital fee (optional recitals only)+

**NOTE:** Failure to turn in ALL of the above paperwork on time will result in forfeiture of your recital date.

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*Students may use Kinko’s, Station 88 at the Ohio Union, etc. for printing your programs
+Submit payment to Mary Machuga in Weigel 110. Make checks payable to: The Ohio State University.
WHEN CAN I BOOK MY RECITAL?

AUTUMN SEMESTER RECITALS
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
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: NO OPTIONAL RECITALS IN SPRING SEMESTER**

WHERE CAN I BOOK MY RECITAL?
Graduate and Undergraduate recitals may be booked in either Weigel or Hughes Auditorium on a first-come, first-served basis. Piano and Percussion majors are required to hold their recitals in Weigel Auditorium.

HOW MUCH TIME DO I BOOK FOR MY RECITAL?

- UG Junior/BME Piano = 30 minutes + 1 hour Set
- UG & GR Recitals (except chamber, piano, and strings) = 1 hour + 1 hour Set
- UG Senior Piano, GR Piano, GR Strings, and GR Chamber Recitals = 1.5 hours + 1 hour Set
- Percussion Recitals are performed in blocks scheduled by the Percussion Studio

**Due to the high demand of the recital halls, it is imperative that these limits be strictly followed.**

ARE THERE ANY SCHEDULING RESTRICTIONS?

- No recitals on OSU home football game days
- No recitals over Thanksgiving break, during winter/spring breaks, or on Easter Sunday
- No recitals may be scheduled on Reading Day or during final exams
- Maymester recitals must receive written approval from the appropriate Associate Director
- Optional recitals may 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 crew fees equal to $15/hour (one crew member) or $25/hour (two crew members), to be paid by the student. If you must reschedule or cancel due to circumstances out of your control, contact your appropriate Associate Director (Undergraduates: Jan Edwards; Graduates: Patrick Woliver).

Consult the Cancellation/Rescheduling Policy for the full listing of policies.

CAN I HOLD A RECEPTION AFTER MY RECITAL?

All receptions must be booked at least one week prior to your recital through Recital Scheduling Staff (mus-recitals@osu.edu). This includes the Weigel Mezzanine. Classroom and/or lobby spaces may be used. 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
- All reception trash must be removed from the building. Trash, food, etc. cannot be left behind in School of Music trash receptacles.