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

Unless otherwise noted, all materials referenced below should be emailed to the Recital Scheduling Staff at mus-recitals@osu.edu. If you are unable to submit items electronically, email the staff at the same address to make alternate arrangements.

1. Permission to Schedule Student Recital Form.
   a. Visit music.osu.edu/current/recital-guidelines. Print the Permission to Schedule Recital form. This form MUST be completed and submitted at least six weeks prior to your desired recital date.
   b. With your applied instructor, fill out the Permission to Schedule Recital form, as follows:
      - To determine the length of your recital, refer to the "How Much Time" section in this Guide
      - Go to the "Room Schedule" link in the footer 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 instructor's signature once the form is completed
   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 and deadlines.

   Undergraduates Only. Your Semester Concert Attendance Reports will be reviewed to confirm eligibility to proceed with your recital. You will be contacted by the staff only if there is a problem.

   Your Recital Packet will guide you through these remaining steps and deadlines:

   After reading the Dress Rehearsal & Recital Policies form, you and your instructor must sign the appropriate line at the bottom of the form to confirm that you understand and will abide by the policies. Dress rehearsals will not be booked until this form is received by Recital Scheduling Staff.
   Please note that electronic signatures and/or email approval from your instructor will not be accepted.

   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 three weeks prior to your desired dress rehearsal date - whichever comes first.

4. 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.
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.

WHERE CAN I BOOK MY RECITAL?
Graduate and Undergraduate recitals must 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?

- 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

ARE THERE ANY SCHEDULING RESTRICTIONS?

- No recitals on OSU home football game days
- No recitals over Thanksgiving break, during fall/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 should only be scheduled in Autumn Semester
- Other scheduling restrictions may apply

WHAT IF I NEED TO CANCEL or REchedule 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 Chair (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.

CAN 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. 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.
- Trash, food, etc. cannot be left in School of Music recepticles. All reception trash must be removed from the building.