

STUDENT RECITALS AND REHEARSAL

Scheduling Guidelines

Senior Recitals

Recital dates may be scheduled beginning on the 1st day of Dead Week the preceding Spring. Any student who wants to schedule a senior recital **MUST** submit a Room Request Form, completed and signed by his/her instructor, before the recital date and rehearsals will be scheduled.

Rehearsals may be scheduled after the 1st week of each semester. Students may reserve a maximum of four (4) hours of rehearsal time (including the dress rehearsal) except for pianists, who may reserve six (6) hours.

Additional rehearsals may be scheduled on a first-come, first-served basis beginning two (2) weeks prior to the student's recital. Students may reserve a maximum of four (4) additional rehearsal hours in two (2)-hour blocks.

Optional Student Recitals

Recital dates may be scheduled beginning on the first day of each semester. Any student who wants to schedule an optional student recital **MUST** submit a Room Request Form, completed and signed by his/her instructor, before the recital date and rehearsals will be scheduled.

At the same time, the student should indicate two (2) options for dress rehearsals (maximum of two (2) hours each). The dress rehearsal times will be confirmed before the end of the 4th week of the recital semester.

Additional rehearsals may be scheduled on a first-come, first-served basis beginning two (2) weeks prior to the student's recital. Students may reserve a maximum of four (4) additional rehearsal hours in two (2)-hour blocks.

Student recitals other than regularly meeting ensembles, such as concerts given by students of a particular teacher/division or recitals given by students as a culmination of special projects, will be given the same priority as optional Student Recitals and those guidelines will apply.

Small Ensemble Concerts

Concert dates for regularly meeting small ensembles may be scheduled the previous Spring. The last four (4) weeks of spring semester are reserved for Degree Recitals, therefore weekend concerts should not be scheduled during this period.

Rehearsals may be scheduled beginning on the first day of classes each semester. Two rehearsals at a maximum of two hours each may be reserved (except for pianists, who may reserve six (6) hours total).

Key Check-out for Students

Students should check with a faculty member to borrow keys for locked rooms. If a faculty member is unable to loan a key to students for a rehearsal, the faculty member may call the office and give approval for a key to be checked out from the Main Office for rooms 140, 254, and 256. Faculty approval can be given for the entire semester for rehearsals in room 254 and 256. Students needing a key will leave their fee card or \$10 as a deposit.

Students may be issued a key for certain practice rooms for the entire semester with faculty approval (see Nancy). The Main Office does not handle long-term key check-out, but can arrange for keys to be issued from the Physical Plant.

