The Henry and Leigh Bienen School of Music at Northwestern University presents more than 250 student recitals each year. Please read the policies and procedure included within completely before beginning the recital scheduling process. Questions should be directed to the Concert Management Office.

INTRODUCTION

With the opening of the Patrick G. and Shirley W. Ryan Center for the Musical Arts, the Bienen School enjoys a complement of first-class performance spaces worthy of the school’s stellar reputation. These venues include the Mary B. Galvin Recital Hall, Shirley Welsh Ryan Opera Theater, David and Carol Mc Clintock Choral and Recital Room, and Regenstein Master Class Room.

To ensure the equitable use of these spaces for student recitals, and to vastly improve efficiency and convenience for both students and faculty, the recital scheduling policies and procedures have undergone significant revision. The following pages provide a comprehensive and detailed explanation of those polices. Below are just some of the highlights the new guidelines provide:

1. **Increased availability of venues**
   Twice as many venues affords each student a greater chance to secure the recital date and time s/he prefers.

2. **Convenience of completing and submitting forms electronically**
   Find recital forms online and submit them conveniently via email. No more waiting in long lines at the Concert Management Office early in the morning!

3. **Predetermined recital slots published prior to scheduling periods**
   Now students can choose from a predetermined list of all available recital slots in all venues and schedule a recital further in advance and without any worries about a constantly-shifting window to schedule a recital.

4. **All venues available to students**
   Scheduling windows each quarter are based on seniority, but special arrangements have been made to ensure undergraduates have fair access to Mary B. Galvin Recital Hall through a lottery system designed especially for them.

5. **Improved forms for easier information gathering and special requests**
   From submitting program information to requesting a harpsichord, the new forms provide students a clearer, easier way to communicate their needs.

6. **Detailed check sheets help students stay on track**
   We know there are many changes and new procedures to be familiar with. That is why we’ve created a helpful check sheet students can use to stay organized and on track throughout the scheduling process.
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### Revised Guidelines for 2015-16

With the opening of new performance venues in the Music and Communication Building in the 2015-16 academic year, particular attention should be paid to the revised policies and procedures in the following sections:

1. Recital venues and slots (p. 4)
2. Undergraduate lottery for Galvin Recital Hall (p. 5)
3. Recital scheduling periods and submitting a request form (p. 7)
4. Student recital contracts (p. 7)
5. Recital change/cancellation policy (p. 11)
ELIGIBILITY REQUIREMENTS

GENERAL REQUIREMENTS FOR ALL STUDENTS
To perform a recital as a student in a Bienen School performance venue, the following requirements must be met.

1. **Academic standing:** Maintain good academic standing as defined by the Bienen School and Northwestern University.
2. **Applied study:** Be registered for applied study at Northwestern University during the quarter the recital is presented. (Exception: DMA candidates who have completed their required coursework)
3. **Approvals:** Final recital date and repertoire must be approved by the applied professor and the Concert Management Office.
4. **Recital length:** Student recitals should be at least 45 minutes and no more than 75 minutes of stage time, inclusive of intermission and all stage and personnel changes.
5. **Personnel:** With the exception of graduate conducting and composition recitals, orchestras or chamber orchestras are **NOT** permitted on a student recital. The total number of musicians on stage is limited by the amount of stage space available. Consult the CMO's concert operations manager with questions.
6. **Purpose of venue:** Recital reservations are non-transferable and scheduled recital times cannot be used for another reason (e.g. recording)

RECITAL STATUS
The following categories are used to designate student recitals for the purpose of scheduling only and may not reflect terminology used by specific areas of study.

1. **Degree recital:** required for the completion of a graduate or undergraduate degree in the Bienen School; these recitals include DMA, MM, and senior recitals, as well as junior recitals in the Vocal Honors Program, piano performance, strings performance (excluding harp), and flute performance.
2. **Non-degree recital:** required by area of study or applied professor but not mandatory for completion of degree requirements
3. **Informal recital:** not required by area of study but has been approved by the applied professor

RECITAL SCHEDULING DEADLINES
Requesting dates for student recitals in the Bienen School will occur for each quarter during the periods below.

*Fall Quarter Recitals*
Recital scheduling will occur during the first four weeks of the quarter, with the deadline for **ALL** requests to be received by 5 p.m. Friday of week 4.

*Winter Quarter Recitals*
Recital scheduling will occur during fall quarter between week 7 and Reading week, with the deadline for **ALL** requests to be received by 5 p.m. Friday of Reading week.

*Spring Quarter Recitals*
Recital scheduling will occur during winter quarter between week 7 and Reading week, with the deadline for **ALL** requests to be received by 5 p.m. Friday of Reading week.

DMA CONDUCTING AND COMPOSITION STUDENTS PRESENTING A FINAL RECITAL
In recognition that DMA conducting and composition **final degree** recitals present unique challenges in the planning and coordination of personnel, the following conditions apply for these students (considering all other criteria have been met):

1. The final DMA conducting or composition **degree** recital may occur during fall, winter, or spring quarter and in any Bienen School performance venue, including Galvin Recital Hall and Pick-Staiger Concert Hall, subject to availability.
2. Scheduling of the final recital may occur anytime on or after August 1 prior to the academic year in which the recital will be held, and **at least eight (8) weeks before** the requested recital date; NO recitals will be added to the calendar after the spring quarter recital deadline (see above)
3. Students will work with the Concert Management Office to identify a recital date and time for the preferred venue; doors open 30 minutes prior to the performance and the stage should be cleared of all personnel.

4. Initial requests should be submitted electronically to the CMO at studentrecitals@northwestern.edu.

5. Degree program status will be verified with Graduate Services, and final performance date and time approved by the director of concert management, before recital is officially entered into the calendar.

6. Students must still submit a Student Recital Contract and Recital Program Copy Form before the deadlines posted for the quarter in which the recital is held; otherwise, the recital slot may be released.

7. One three-hour dress rehearsal may be scheduled in the performance venue, subject to availability, and students may also have access to the Pick-Staiger rehearsal room, or other available space, for an additional two (2) three-hour rehearsals, again subject to space availability.

8. CMO student managers (house manager, stage manager) will assume responsibility for producing the event and ensuring the recital begins on time.

9. CMO will provide house staff and stage crew. Any special technical equipment needed is the responsibility of the student and must be approved by the technical services manager.

10. Students are responsible for providing volunteers for setting and striking all equipment, including chairs, stands, podiums, and keyboard instruments for rehearsals and concert; stage must be completely cleared after rehearsals and concert and all equipment returned to assigned storage areas.

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**SELECT A LOCATION, DATE, AND TIME**

**VENUES**

Recital scheduling in all performance spaces is subject to availability and not guaranteed. The following venues are scheduled by the Concert Management Office.

1. Mary B. Galvin Recital Hall:
   a. 406-seat venue, located in the Patrick G. and Shirley W. Ryan Center for the Musical Arts
   b. Reserved for eligible graduate students presenting their DMA degree recitals
   c. Reserved for eligible graduate students presenting their final MM degree recitals (all previous recitals must be scheduled in another venue)
   d. Reserved for eligible undergraduate students presenting their BM degree recitals, via a lottery system (see “Undergraduate Lottery” on next page)

2. Regenstein Master Class Room:
   a. 202-seat venue, located in the Regenstein Hall of Music
   b. Open to all eligible students

3. Shirley Welsh Ryan Opera Theater:
   a. 163-seat black box theater, located in the Ryan Center for the Musical Arts
   b. Open to all eligible students presenting degree recitals

4. David and Carol McClintock Choral and Recital Room:
   a. 120-seat venue, located in the Ryan Center for the Musical Arts
   b. Open to all eligible students, with priority consideration given to piano performance students not performing their recital in Galvin Recital Hall

5. Pick-Staiger Concert Hall:
   a. 989-seat venue, located adjacent to the Ryan Center for the Musical Arts
   b. Reserved for eligible graduate conducting and composition students presenting their final DMA degree recitals

**RECITAL DATES AND TIMES (“SLOTS”)**

Recitals must occur during fall, winter, and spring terms, no later than Friday of exam week, and within the guidelines listed below.

1. Predetermined recital dates and times (“slots”) will be published for the Bienen School performance spaces listed above, with the exception of Pick-Staiger Concert Hall, based on availability and at the discretion of the Concert Management Office.

2. Once published, slots will be available exclusively for student recital scheduling until the request deadline passes.
3. Available slots will be published as follows:
   a. **Fall quarter**: two weeks prior to the first day of classes
   b. **Winter quarter**: at the start of Week 5 in the fall quarter
   c. **Spring quarter**: at the start of Week 5 in the winter quarter

4. During recital scheduling periods, recital slots will be updated and published at the end of each week with those slots still available as of Friday at noon

5. Unassigned undergraduate lottery slots in Galvin will be made available to eligible DMA and MM students

6. Unless indicated otherwise, recitals will be presented on designated weekday evenings at 6 and 8:30 p.m. and on weekends at Noon, 2:30, 6, and 8:30 p.m.

7. For fall and winter recitals, effort will be made to publish slots that do NOT conflict with other School of Music concerts and events

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**Published recital slots** are online at [http://music.northwestern.edu/student-recitals](http://music.northwestern.edu/student-recitals), available in hard copy format at the CMO, and distributed electronically to faculty and staff

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**AVAILABILITY OF APPLIED PROFESSOR, ACCOMPANIST, AND ASSISTING MUSICIANS**

Prior to requesting a date for their recital, students should consult with their applied professor, accompanist, and assisting musicians to identify at least two, if not three, possible dates for their recital. This is also the recommended time to consult with family and friends about their availability as well.

**UNDERGRADUATE LOTTERY FOR GALVIN RECITAL HALL**

To promote fair and equitable access, a number of recital slots in Galvin Recital Hall will be published and designated for undergraduate degree recitals only. Assignment of these slots will follow the lottery system described below.

1. The Concert Management Office will publish a list of recital slots in Galvin Recital Hall designated for undergraduate degree recitals ONLY
2. Eligible undergraduate students may select ONE slot, which they should clear with their applied professor and accompanist, and participate in a lottery drawing for that specific slot
3. Interested students should submit their slot request to CMO at the start of each recital scheduling period using the Student Recital Request Form (SRRF), listing only one recital slot on the SRRF

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**Student Recital Request Forms** are online at [http://music.northwestern.edu/student-recitals](http://music.northwestern.edu/student-recitals) and available in hard copy format at the Concert Management Office

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4. Students may either submit their SRRF in person during business hours to the CMO at Pick-Staiger Concert Hall or electronically to studentrecitals@northwestern.edu
5. Deadlines to submit slot requests for the undergraduate lottery drawing are as follows for each quarter:
   a. **Fall quarter recitals**: fall quarter, no later than 5 p.m. Friday of Week 1
   b. **Winter quarter recitals**: fall quarter, no later than 5 p.m. Friday of Week 7
   c. **Spring quarter recitals**: winter quarter, no later than 5 p.m. Friday of Week 7
6. CMO conducts a lottery in which the name of ONE student is chosen at random for each slot
7. Participating students will be notified of the results and should then do the following:
   a. Students not selected for a slot in Galvin Recital Hall are invited to submit another SRRF as outlined by the recital scheduling procedures in the next section for undergraduate degree recitals in venues other than Galvin
   b. Students selected for a slot in Galvin Recital Hall should skip the next section, “Request a Recital Date and Time,” and proceed to submit their recital contract

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_Bienen School of Music Recital Scheduling Policies and Procedures – page 5 of 14_
REQUEST A RECITAL DATE AND TIME

Recitals in fall quarter will be scheduled at the beginning of the term; recitals in winter and spring quarters will be scheduled at the end of the previous term, as described below.

RECITAL SCHEDULING PERIODS

The order in which students are invited to submit requests for scheduling their recital date and time is based on degree program and recital status (see "Recital Status" above). Requests may be submitted beginning at 9 a.m. on Monday of the designated week until the final request deadline.

1. **Fall Recitals:** Recital scheduling will occur during the first four weeks of the quarter, with the deadline for ALL requests to be received by 5 p.m. Friday of Week 4.

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<tr>
<th>Wk. #</th>
<th>Academic Week</th>
<th>Recital Status Allowed to Submit Requests</th>
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<tbody>
<tr>
<td>1</td>
<td>Fall, Week 1</td>
<td>DMA degree recitals</td>
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<td>Lottery for undergraduate degree recitals in Galvin Recital Hall</td>
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<td>2</td>
<td>Fall, Week 2</td>
<td>MM degree recitals; DMA degree recitals</td>
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<tr>
<td>3</td>
<td>Fall, Week 3</td>
<td>Undergraduate degree recitals in venues other than Galvin; MM degree recitals; DMA degree recitals</td>
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<tr>
<td>4</td>
<td>Fall, Week 4</td>
<td>Non-degree and Informal recitals; undergraduate degree recitals; MM degree recitals; DMA degree recitals</td>
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2. **Winter Recitals:** Recital scheduling will occur during fall quarter between Week 7 and Reading Week, with the deadline for ALL requests to be received by 5 p.m. Friday of Reading week.

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<td>Fall, Week 7</td>
<td>DMA degree recitals</td>
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<td></td>
<td></td>
<td>Lottery for undergraduate degree recitals in Galvin Recital Hall</td>
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<tr>
<td>2</td>
<td>Fall, Week 8</td>
<td>MM degree recitals; DMA degree recitals</td>
</tr>
<tr>
<td>3</td>
<td>Fall, Week 9</td>
<td>Undergraduate degree recitals in venues other than Galvin; MM degree recitals; DMA degree recitals</td>
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<tr>
<td>4</td>
<td>Fall, Week 10</td>
<td>Non-degree and Informal recitals; undergraduate degree recitals; MM degree recitals; DMA degree recitals</td>
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<tr>
<td>5</td>
<td>Fall, Reading Week</td>
<td>Non-degree and Informal recitals; undergraduate degree recitals; MM degree recitals; DMA degree recitals</td>
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</tbody>
</table>

3. **Spring Recitals:** Recital scheduling will occur during winter quarter between Week 7 and Reading Week, with the deadline for ALL requests to be received by 5 p.m. Friday of Reading week.

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<td>Winter, Week 7</td>
<td>DMA degree recitals</td>
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<td>Lottery for undergraduate degree recitals in Galvin Recital Hall</td>
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<td>Winter, Reading Week</td>
<td>Non-degree and Informal recitals; undergraduate degree recitals; MM degree recitals; DMA degree recitals</td>
</tr>
</tbody>
</table>

AVAILABLE RECITAL SLOTS

During recital scheduling periods, recital slots will be updated and published at the end of each week with those slots still available as of Friday at noon. Once students have identified possible slots for their recital, they are responsible for checking the revised list of available slots prior to submitting their Student Recital Request Form (see below). View the most up-to-date list of available recital slots online at [http://music.northwestern.edu/student-recitals](http://music.northwestern.edu/student-recitals).
STUDENT RECITAL REQUEST FORM (SRRF)
Once students have identified two or three possible recital slots, they are ready to submit a Student Recital Request Form (SRRF) according to the schedule outlined above and under the conditions below.

1. SRRFs will be accepted beginning at 9 a.m. on Monday of the designated week until the final request deadline
2. Students may either submit their SRRF in person during business hours to the Concert Management Office located at Pick-Staiger Concert Hall or electronically to studentrecitals@northwestern.edu
3. Recital reservations will be processed on a first-come, first-served basis according to time of delivery
4. Priority consideration for the use of McClintock Choral and Recital Room will be given to piano performance students not performing in Galvin Recital Hall
5. SRRFs received before the designated time will be processed after all other requests
6. Submission of the SRRF does not require faculty approval; therefore, all assigned recital slots will be considered tentative until faculty approval has been obtained later (see "Submit a Recital Contract" below).

Student Recital Request Forms are online at http://music.northwestern.edu/student-recitals and available in hard copy format at the Concert Management Office

CONFIRMATION OF RECITAL SLOT
Once a student’s recital slot has been assigned, an email will be sent to the student listing the date, time, and venue. This message will also include a reminder that final confirmation of the recital slot requires successful submission of the Student Recital Contract before the appointed deadline.

SUBMIT A RECITAL CONTRACT

STUDENT RECITAL CONTRACT (SRC)
All student recitals require the submission of a Student Recital Contract (SRC) signed by the applied professor and approved by the Concert Management Office to secure the student’s assigned recital slot. This document allows the CMO to confirm that students have the correct recital slot, have obtained their applied professor’s approval, have registered for recital credit, and have indicated any special equipment needs.

Student Recital Contract forms are online at http://music.northwestern.edu/student-recitals and available in hard copy format at the Concert Management Office

CONTRACT DEADLINES
The deadlines to submit recital contracts for each quarter are as follows:

1. Fall quarter recitals: fall quarter, no later than 5 p.m. Friday of Week 6
2. Winter quarter recitals: winter quarter, no later than 5 p.m. Friday of Week 2
3. Spring quarter recitals: spring quarter, no later than 5 p.m. Friday of Week 2

CONTRACT REQUIREMENTS AND SUBMISSION
The following must be completed in full for successful approval of the SRC and final approval of recital slot.

Obtain Faculty Approval
Students must be registered for applied study during the quarter their recital is presented, with the exception of DMA candidates who have completed their required coursework. The final recital date must be approved by the applied professor whose signature must be provided on the SRC.

Please note: Faculty approval may be submitted via email to studentrecitals@northwestern.edu and should contain acknowledgment of the assigned recital date.
Register for Recital Credit

Students should register for the appropriate course number—under the correct subject area—for the quarter in which the recital will be given. Final contract approval (and confirmation of recital slot) will not be given without proof of registration for recital credit. All students must print and submit a copy of their course schedule with their SRC.

Determine Equipment Needs

Students should indicate if their program will require any special needs, such as a harpsichord, an ensemble larger than eight, or equipment other than pianos. For recitals involving more than eight musicians, the student should provide a volunteer to assist the stage manager with set-up, stage changes, and take-down.

Timely communication of equipment needs by the student allows the Concert Management Office to make the best effort to accommodate requests. Failure to provide sufficient notice may result in the unavailability of services or equipment. See “Technical Services” (p. 9) for information about what is provided in each venue.

Submit an SRC Form

Students may either submit their SRC materials in person during business hours to the Concert Management Office located at Pick-Staiger Concert Hall, or they may scan and send electronically to studentrecitals@northwestern.edu. Students and their applied professors will be notified via email within three to five business days when the recital contract has been approved and recital slot confirmed. Student recitals will appear on the Bienen School’s performance calendar once the SRC has been approved.

SCHEDULE A DRESS REHEARSAL

After receiving notice of SRC approval, students should visit the Concert Management Office (in person ONLY) during booking hours to schedule their dress rehearsal. Booking hours for rehearsals and recordings are from 9 a.m. to noon on Mondays, Tuesdays, Wednesdays, and Fridays; and from 1 to 4 p.m. on Thursdays. Do NOT wait until the week of your recital to request a dress rehearsal; CMO staff cannot guarantee time will be available. Due to staffing requirements, dress rehearsals in Galvin Recital Hall must be scheduled more than two weeks in advance and occur during designated dress rehearsal times (which will vary).

Dress rehearsal time is limited to two hours for each recital and is based solely on the availability of the venue. CMO does not provide a stage manager for dress rehearsals; therefore, students should indicate at the time of reservation if they need access to special equipment, such as a harpsichord. Following dress rehearsals, students are responsible for restoring venues to their original condition (e.g. chairs and stands should be put away).

Exception: Graduate conducting students, and DMA composition students using the Pick-Staiger Concert Hall stage, may reserve the Pick-Staiger rehearsal room for a maximum of three (3) three-hour dress rehearsals, subject to space availability and CMO approval.

SELECT REPERTOIRE AND SUBMIT PROGRAM COPY

SELECTING REPERTOIRE

Recital repertoire is at the discretion and approval of the applied professor. However, personnel limitations and other factors, such as available equipment, should be considered in programming as well.

PROGRAM COPY DEADLINE

Students must submit their complete program copy typed to the Concert Management Office, along with a Recital Program Copy Form no later than four (4) weeks before their assigned recital date. If program information is not submitted before this deadline, CMO cannot guarantee “Program Services” (p. 9).

RECITAL PROGRAM COPY FORM (RPCF)

All student recitals require the submission of a Recital Program Copy Form (RPCF) approved by the professor before the four-week deadline and under the conditions listed below.

1. Complete all information on the RPCF as it should appear on the final printed program
2. Submit an additional typed page(s) of detailed program information, including the following in program order for each work:
   a. Title of piece to be performed
   b. Name of larger work, opus number, or year of composition
   c. Composer name and years of birth and death
   d. Transcriber or arranger, if applicable
   e. Movements to be performed, with appropriate numbering (if any)
   f. Accompanist and other assisting personnel
3. Final document should clearly indicate the placement of intermission in the program
4. Program notes should not be included
5. Students may either submit their RPCF (and any additional typed pages) in person during business hours to the Concert Management Office or electronically to CMO-programs@northwestern.edu.
6. Faculty approval of program:
   a. Submitted in person: RPCF must include applied professor’s signature
   b. Submitted electronically: Student must carbon copy (Cc:) applied professor on the email sent to CMO; no follow-up communication from faculty to CMO staff indicates final program approval

Recital Program Copy Forms are online at http://music.northwestern.edu/student-recitals and available in hard copy format at the Concert Management Office.

PROGRAM SERVICES
The Concert Management Office will format and print student recital programs once a completed RPCF has been submitted prior to the four-week deadline. However, the responsibility of proofing the final program lies with the student who scheduled the recital. Programs will ONLY be printed with a signed proof.

A reminder will be sent for students to visit the CMO and proof their program one (1) week before their recital date, make appropriate changes, and provide their signature. Ninety (90) copies of the program will be available to pick up from the CMO one (1) business day before the recital. Questions should be directed to the concert business manager at CMO-programs@northwestern.edu.

TECHNICAL SERVICES

RECORDING
The Concert Management Office provides recital audio recording services (direct to CD) only by request and for an additional fee, which is $100 for Northwestern students. Recording requests must be made no later than four (4) weeks before the recital date. Requests after this deadline are subject to the approval of the technical services manager, Herb Simrall (herb@northwestern.edu). Use of rental equipment or outside contractors for audio or video recording is also subject to the approval of CMO staff.

Recording Services Request Forms are online at http://music.northwestern.edu/student-recitals and available in hard copy format at the Concert Management Office.

LIGHTING
Standard stage lighting only is provided for student recitals. Please plan repertoire accordingly, as special lighting and effects will not be permitted.

MULTIMEDIA EQUIPMENT
Use of multimedia equipment may be made available in special circumstances and is restricted to Galvin Recital Hall, Ryan Opera Theater, and McClintock Choral and Recital Room. Consult the CMO’s concert operations manager no later than four (4) weeks before the recital date at studentrecitals@northwestern.edu to determine if accommodations can be made.
STAGE CREW AND EQUIPMENT

The crew and equipment provided for student recitals by the Concert Management Office in each venue is listed on the next page. If there is difficulty locating the proper equipment, the stage manager on duty can provide assistance. Equipment should not be moved from other venues without prior authorization from the CMO.

1. **Galvin Recital Hall**:
   a. One stage manager, one house staff member
   b. Two Steinway model “D” Concert Grand pianos (9 ft., purchased new in 2015), one Steinway model “A” Parlor Grand piano (6 ft.), harpsichord, and chamber organ
   c. Chairs and stands
   d. Conductor podium and stand

2. **Regenstein Master Class Room**:
   a. One stage manager
   b. One Steinway model “B” Music Room Grand piano (7 ft., purchased new in 2015), harpsichord
   c. Chairs and stands
   d. Conductor podium

3. **Ryan Opera Theater**:
   a. One stage manager, one house staff member
   b. One Steinway model “D” Concert Grand piano (9 ft.), harpsichord may be moved from Galvin
   c. Chairs and stands

4. **McClintock Choral and Recital Room**:
   a. One stage manager
   b. One Steinway model “D” Concert Grand piano (9 ft.), one Yamaha “C3X” Series Grand piano (6 ft.), harpsichord may be moved from Galvin
   c. Chairs and stands

**Please note:**

1. For recitals involving more than eight musicians, the student should provide a volunteer to assist the stage manager with set-up, stage changes, and take-down.
2. Percussionists are required to assemble and disassemble all percussion equipment, although they may ask for the assistance of the stage manager; all instruments and equipment must be removed from the venue immediately following the performance.
3. CMO does not provide ushers for recitals, and students should arrange for a volunteer or two (friends or family members) to distribute programs and close doors at the beginning of the recital and after intermission.

**KEYBOARD INSTRUMENTS**

Keyboard instruments available in each venue are listed above (see “Stage Crew and Equipment”). Lids may not be removed from pianos, and any preparation to the piano must be approved by the CMO in conjunction with the keyboard maintenance department no later than four (4) weeks before the recital date. Help us preserve the quality of our equipment and only move pianos with the covers on to avoid damage. Also, do not throw piano covers on the floor. Place them on an extra chair or bench, and following rehearsal, close and cover pianos.

Piano tuning occurs regularly—once or twice a week—depending on the frequency of recitals and other performances in each venue. Harpsichord tuning is coordinated with information received from recital contracts.

**PERFORM THE RECITAL**

**PROGRAM PROOFING AND PICK-UP**

As mentioned above, the Concert Management Office will format and print student recital programs once a completed RPCF has been submitted before the four-week deadline. A reminder will be sent that students should visit the CMO to proof their program one (1) week before their recital date, make appropriate changes, and provide their signature. Programs will ONLY be printed with a signed proof. Ninety (90) copies of the program will be available to pick up from the CMO one (1) business day before the recital.
WHAT TO EXPECT
Recital venues are reserved for students one hour before the scheduled start time for set-up, warm-up, and sound check. Students are expected to clear the stage 30 minutes prior to start time so the venue can be opened to the public. The Concert Management Office will provide student staff as outlined above (see "Stage Crew and Equipment") who will arrive at the start of each recital slot to open the hall, assist with set-up and take-down, adjust lighting, and answer questions. These staff members will also secure the hall following the performance.

Do NOT ask stage managers and house staff to serve as page turners; students are responsible for providing their own page turners. Also, CMO does not provide ushers for recitals, and students should arrange for a volunteer or two (friends or family members) to distribute programs and close doors at the beginning of the recital and after intermission.

RECITAL CHANGE/CANCELLATION POLICY
Cancellation or rescheduling of a recital after approval of the recital contract may only occur under certain circumstances (see below). A Special Request Petition signed by the student, applied professor, and chair of Performance Studies must be submitted to the Concert Management Office.

Special Request Petition forms are online at http://music.northwestern.edu/student-recitals and available in hard copy format at the Concert Management Office.

Any recital cancelled or rescheduled without a legitimate reason may be subject to a fine of $50. Last-minute cancellations are unprofessional and may deprive other students of legitimate opportunities to perform. The student may not reschedule the cancelled recital (including into a future quarter) until the fully-executed cancellation petition has been submitted and fine payment is made.

Acceptable circumstances for cancellation/rescheduling are:
1. Documented injury or illness: A physician’s note is required stating that the stated injury/illness will prevent the student from performing
2. Family emergency
3. "Act of God": Natural disaster, weather catastrophes preventing travel
4. Failure to pass recital permission hearing scheduled no closer than four (4) weeks prior to the recital date (applies only to areas that require recital hearings)

Examples of unacceptable reasons for cancellation/rescheduling include, but are not limited to, the following:
1. Repertoire is not ready for performance
2. Schedule conflicts: This includes conflicts with outside engagements or unforeseen conflicts with applied professor’s schedule
3. Problems with assisting artists/accompanists, with the exception of acceptable circumstance #1 above
4. Failure to complete the recital scheduling process by the posted deadlines once a recital contract has been approved

MISCELLANEOUS
RECITAL CHECK SHEETS
Recital check sheets, which outline the requirements and deadlines for recital scheduling, are available in hard copy format at the Concert Management Office and can also be found online at http://music.northwestern.edu/student-recitals.

JOINT RECITALS
Students who are approved to present joint recitals should submit one Student Recital Request Form, two Student Recital Contracts (one for each student), and one Recital Program Copy Form. Any fees imposed toward the event shall be shared between the recitalest.
RECEPTIONS
Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Reservations are not accepted for these spaces and are subject to availability. A Post-Recital Reception Form can be found online at http://music.northwestern.edu/student-recitals and should be submitted with the Student Recital Contract by those students who plan to hold a reception.

1. Galvin Recital Hall: pre-function space located in front of the reception room on the east side of the atrium in the Ryan Center for the Musical Arts (RCMA)
2. Regenstein Master Class Room: first-floor Regenstein student lounge; first-floor RCMA student lounge located in front of the McClintock Choral and Recital Room
3. Ryan Opera Theater: pre-function space located in front of the reception room off of the east side of the RCMA atrium
4. McClintock Choral and Recital Room: first-floor RCMA student lounge located in front of the venue

It is the responsibility of the student to clean up after the reception. Tables should be wiped off, food and beverage waste discarded, extraneous litter in the area removed, and trash cans emptied. The assigned stage manager can provide cleaning supplies and empty trash bags but will not perform custodial services. Receptions must be completed 30 minutes prior to the next scheduled recital. Northwestern University policy prohibits the use or distribution of alcohol by its students on University property, as part of any University activities.

ALTERNATE VENUES
The Bienen School provides ample opportunities for presenting recitals in its venues; however, students may consider other facilities on campus. The following are performance spaces scheduled directly with the venue by the student or applied professor. Please note: CMO does not provide staff to work these recitals.

1. Alice Millar Chapel: approximately 700 seats, 1870 Sheridan Road, 847-491-7256
2. Vail Chapel: approximately 125 seats, 1870 Sheridan Road, 847-491-7256
3. Lutkin Hall: 400 seats, 700 University Place, 847-491-3787 (NO piano available in 2015-16)
4. 2122 Performance Hall: 120 seats, 2122 Sheridan Road, 847-491-3787 (piano available)
5. Chapel of the Unnamed Faithful: Garrett-Evangelical Theological Seminary, approximately 300 seats, 2121 Sheridan Road, 847-866-3900

Separate rental fees may apply for alternate venues and are not the responsibility of the Bienen School.

Regardless of recital location, students should submit a Student Recital Contract and a Recital Program Copy Form to obtain proper course credit, for the performance to be listed on the Bienen School’s calendar, and for programs to be created for the recital.

SCHEDULING REHEARSAL TIME AND CMO RECORDINGS
Students may schedule rehearsal time in Regenstein Master Class Room and McClintock Choral and Recital Room according to the guidelines listed below.

1. Reservations will not be accepted for venues other than the Master Class Room and McClintock, with the exception of the Pick-Staiger Rehearsal Room as described by the “Exception” on page 8
2. Student operating hours for the Master Class Room and McClintock are 8:30 a.m. and 10 p.m., and students must vacate these venues no later than 10 p.m. every night so the rooms and equipment can be properly secured
3. Both the Master Class Room and McClintock will be locked when not in use. Students must visit the CMO at the start of their scheduled time and check out a special Millennium access card by leaving their WildCARD or other form of ID in its place. Students should return the access card immediately at the end of their rehearsal, in exchange for their WildCARD/ID. The charge for a lost access card is $25
4. Students may make reservations in person ONLY at the Concert Management Office during booking hours, which are from 9 a.m. to noon on Mondays, Tuesdays, Wednesdays, and Fridays; and from 1 to 4 p.m. on Thursdays
5. The Concert Management Office provides audio recording services by request and for an additional fee (see p. 9). Requests for CMO recordings in the Master Class Room and McClintock must be made no later than four (4) weeks before the desired recording date
6. Rehearsal time may be reserved in these venues as follows:
   a. **Week of**: Students may reserve whatever time is available in either venue, up to four hours total
   b. **1 to 4 weeks ahead**: Students may reserve up to two 2-hour blocks, non-consecutive, and are limited to that amount of time (four hours) during that three-week period; to schedule additional time, students are encouraged to return to CMO the week of (see item a above)
   c. **More than 4 weeks ahead**: Students may only reserve time for their recital dress rehearsal (up to two hours) or for CMO recordings (up to four hours)
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Bienen School of Music Recital Scheduling Policies and Procedures – page 14 of 14