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.

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Requirements</td>
<td>2</td>
</tr>
<tr>
<td>General Requirements for All Students</td>
<td>2</td>
</tr>
<tr>
<td>Recital Status</td>
<td>2</td>
</tr>
<tr>
<td>DMA Lecture Recital/Performance</td>
<td>2</td>
</tr>
<tr>
<td>DMA Conducting and Composition Students Presenting a Final Recital</td>
<td>2</td>
</tr>
<tr>
<td>Select a Location, Date, and Time</td>
<td>3</td>
</tr>
<tr>
<td>Venues</td>
<td>3</td>
</tr>
<tr>
<td>Recital Dates and Times (&quot;Slots&quot;)</td>
<td>3</td>
</tr>
<tr>
<td>Availability of Applied Professor, Accompanist, and Assisting Musicians</td>
<td>3</td>
</tr>
<tr>
<td>Request a Recital Date and Time</td>
<td>3</td>
</tr>
<tr>
<td>Recital Scheduling Periods</td>
<td>3</td>
</tr>
<tr>
<td>Available Recital Slots</td>
<td>4</td>
</tr>
<tr>
<td>Student Recital Request Form</td>
<td>4</td>
</tr>
<tr>
<td>Assignment of Recital Slot</td>
<td>4</td>
</tr>
<tr>
<td>Submit Recital Contract Materials</td>
<td>4</td>
</tr>
<tr>
<td>Contract Materials</td>
<td>4</td>
</tr>
<tr>
<td>Deadlines to Submit Materials</td>
<td>4</td>
</tr>
<tr>
<td>Student Recital Contract</td>
<td>5</td>
</tr>
<tr>
<td>Recital Program Copy Form</td>
<td>5</td>
</tr>
<tr>
<td>Post-Recital Reception Waiver</td>
<td>6</td>
</tr>
<tr>
<td>Submit Materials</td>
<td>6</td>
</tr>
<tr>
<td>Schedule a Dress Rehearsal</td>
<td>6</td>
</tr>
<tr>
<td>DMA Composition Students Presenting a Final Recital and All Graduate Conducting Students</td>
<td>6</td>
</tr>
<tr>
<td>Technical Services</td>
<td>7</td>
</tr>
<tr>
<td>Requests</td>
<td>7</td>
</tr>
<tr>
<td>Lighting</td>
<td>7</td>
</tr>
<tr>
<td>Sound Reinforcement</td>
<td>7</td>
</tr>
<tr>
<td>Video Projection</td>
<td>7</td>
</tr>
<tr>
<td>Stage Crew and Equipment</td>
<td>7</td>
</tr>
<tr>
<td>Keyboard Instruments</td>
<td>7</td>
</tr>
<tr>
<td>Audio Recording</td>
<td>8</td>
</tr>
<tr>
<td>Program and Promotional Services</td>
<td>8</td>
</tr>
<tr>
<td>Program Proofing and Pick-Up</td>
<td>8</td>
</tr>
<tr>
<td>Web Listing</td>
<td>8</td>
</tr>
<tr>
<td>Perform the Recital</td>
<td>8</td>
</tr>
<tr>
<td>What to Expect</td>
<td>8</td>
</tr>
<tr>
<td>Special Request Petition</td>
<td>9</td>
</tr>
<tr>
<td>Recital Change/Cancellation Policy</td>
<td>9</td>
</tr>
<tr>
<td>Special Considerations</td>
<td>9</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>9</td>
</tr>
<tr>
<td>Joint Recitals</td>
<td>9</td>
</tr>
<tr>
<td>Alternate Venues</td>
<td>9</td>
</tr>
<tr>
<td>Annual Recital Scheduling Calendar</td>
<td>10</td>
</tr>
</tbody>
</table>
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:** Recitals should be at least 45 minutes and no more than 75 minutes of stage time, including intermission and all stage/personnel changes.
5. **Personnel:** With the exception of graduate conducting and composition recitals, orchestras or chamber orchestras are NOT permitted on a student recital without obtaining the permission of the director of concert management through the special request petition process. The total number of musicians on stage is limited by the amount of stage space available.
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 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 following performance programs: strings (excluding harp), piano, flute, brass, percussion, and the Vocal Honors Program.
2. **Informal recital:** Not mandatory for completion of degree requirements but may be required by the applied professor or given with their approval; may only be performed during fall and winter quarters.

DMA LECTURE RECITAL/PERFORMANCE
If a DMA student wishes to use the Lecture Recital/Performance as their Final Project, this lecture recital should be scheduled in McClintock Choral/Recital Room or Regenstein Master Class Room where audio and visual equipment can easily be operated by the student or his/her/their designee.

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 graduate students (considering all other criteria have been met).

1. **Eligibility:** 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 confirmed.
2. **Scheduling:**
   a. The final recital may occur during fall, winter, or spring quarter and in any Bienen School performance venue, including Pick-Staiger Concert Hall, subject to availability.
   b. The final recital may be scheduled 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 deadline to schedule spring recitals.
   c. Submit initial requests electronically to studentrecitals@northwestern.edu.
3. **Recital contract:** Students must submit contract materials before the deadline posted for the quarter in which the recital is held; otherwise, the recital slot may be released.
4. **Rehearsals:** Refer to page 6 for information about scheduling rehearsals, including a dress rehearsal.
5. **Performance:**
   a. As part of the recital contract, requests for technical equipment must be discussed with the technical services department and are subject to approval; see page 7 for more information.
b. CMO student managers (house manager, stage manager) will assume responsibility for producing the event and ensuring the recital starts on time; usher(s) will also be provided.

c. Student is responsible for providing volunteers for setting and striking all equipment, including chairs, stands, podium, and keyboard instrument(s) for rehearsals and performance. Stage must be completely cleared after rehearsals and recital, and all equipment returned to storage areas.

SELECT A LOCATION, DATE, AND TIME

VENUES
Recital scheduling in all performance spaces is subject to availability and not guaranteed. The Concert Management Office manages the schedules for the following Bienen School performance venues:

1. Galvin Recital Hall: Reserved for eligible students presenting DMA degree recitals, final MM degree recitals, and final BM degree recitals
2. McClintock Choral/Recital Room: Open to all eligible students
3. Regenstein Master Class Room: Open to all eligible students
4. Ryan Opera Theater: Open to all eligible students presenting degree recitals
5. Pick-Staiger Concert Hall: Reserved for eligible conducting and composition students presenting final DMA degree recitals

RECITAL DATES AND TIMES (“SLOTS”)
Recitals will be scheduled during fall, winter, and spring terms only; to occur no later than Friday of exam week; and within the guidelines listed below.

1. Predetermined recital dates and times (“slots”) will be posted for the venues listed above, and as follows:
   a. Fall quarter: On or around September 1
   b. Winter quarter: At the start of Week 6 in the fall quarter
   c. Spring quarter: At the start of Week 5 in the winter quarter
2. Once posted, slots will be available exclusively for recital scheduling until the deadline for contract materials has passed.
3. To accommodate the large number of recitals scheduled, only degree recitals may be performed during spring quarter.
4. Unless otherwise approved by the CMO, 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.

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.

AVAILABILITY OF APPLIED PROFESSOR, ACCOMPANIST, AND ASSISTING MUSICIANS
Prior to requesting a date for their recital, students should consult with their applied professor(s), accompanist(s), and any other assisting musicians to identify three possible dates for their recital. This is the time to consult with family and friends about their availability as well.

REQUEST A RECITAL DATE AND TIME

RECITAL SCHEDULING PERIODS
Requests for recital slots will be accepted for each quarter as listed below. All students are invited to submit requests beginning on the day and time that corresponds to their recital status and until the deadline for contract materials to be received. Recital requests will be considered on a first-come, first-served basis, according to time of receipt and regardless of degree program.
1. **Fall quarter recitals:**
   a. *Degree* recitals: 9 a.m., first day of classes, fall quarter
   b. *Informal* recitals: 9 a.m., Monday of week 3, fall quarter
   c. Deadline for contract materials: 5 p.m., Friday of week 4, fall quarter

2. **Winter quarter recitals:**
   a. *Degree* recitals: 9 a.m., Monday of week 8, fall quarter
   b. *Informal* recitals: 9 a.m., first day of classes, winter quarter
   c. Deadline for contract materials: 5 p.m., Friday of week 2, winter quarter

3. **Spring quarter recitals:**
   a. *Degree* recitals: 9 a.m., Monday of week 7, winter quarter
   b. *Only degree* recitals may be performed during spring quarter
   c. Deadline for contract materials: 5 p.m., Friday of exam week, winter quarter

**AVAILABLE RECITAL SLOTS**
During recital scheduling periods, recital slots will be updated and posted at the end of each week with those slots still available as of Friday at noon. Students are responsible for checking the revised list of available slots prior to submitting their Student Recital Request Form.

**STUDENT RECITAL REQUEST FORM**
Once students have identified 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. Students may either submit their SRRF electronically to studentrecitals@northwestern.edu or in person during business hours to the Concert Management Office located at Pick-Staiger Concert Hall. Neither option provides an advantage over the other.
2. Recital reservations will be processed on a first-come, first-served basis according to time of receipt.
3. SRRFs received before the designated time will be processed after other requests received that day.
4. Submission of the SRRF does not require faculty approval; therefore, all assigned recital slots will be considered tentative until faculty approval is obtained (see “Submit Recital Contract Materials” below).

**ASSIGNMENT OF RECITAL SLOT**
Once assigned, an email will be sent to the student listing the date, time, and venue of the designated venue. Final confirmation of recital slot requires successful submission of the Student Recital Contract and associated materials before the announced deadline.

**SUBMIT RECITAL CONTRACT MATERIALS**

**CONTRACT MATERIALS**
To secure their assigned recital slot, students must submit ALL items listed below at the same time:

1. Student Recital Contract with applied professor’s signature
2. Verification of enrollment in CAESAR for recital credit (printed schedule or emailed screenshot)
3. Recital Program Copy Form and additional typed page of information (even if printing own programs)
4. Post-Recital Reception Waiver (even if not holding a reception)

**DEADLINES TO SUBMIT MATERIALS**
The deadlines to submit recital contract materials for each quarter are as follows:

1. **Fall quarter recitals:** Fall quarter, no later than 5 p.m. Friday of week 4
2. **Winter quarter recitals:** Winter quarter, no later than 5 p.m. Friday of week 2
3. **Spring quarter recitals:** Winter quarter, no later than 5 p.m. Friday of exam week

---

**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.
STUDENT RECITAL CONTRACT
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 equipment needs.

Student Recital Contract 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

1. Obtain Faculty Approval
   a. 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. Applied professor must provide their signature on the contract form to approve recital date.
   b. **NOTE:** Faculty approval may be submitted via email to studentrecitals@northwestern.edu and should contain acknowledgment of the assigned recital date and time.

2. Register for Recital Credit
   a. Students should register for the appropriate course number—under the correct performance area—for the quarter in which the recital will be given.
   b. Students performing informal recitals should register for course number 305 “Optional Recital” in their performance area.
   c. All students must submit a copy of their course schedule with their contract. Also allowed are screen shots of CAESAR emailed to studentrecitals@northwestern.edu, showing recital enrollment and the student’s name.

3. Determine Equipment and Technical Needs
   a. Failure to indicate ALL technical requests on the recital contract—with the signed approval of the technical services department—may result in the unavailability of services or equipment.
   b. Students should indicate if their program requires any special equipment on the contract form, such as a harpsichord or an ensemble larger than five musicians.
   c. See “Technical Services” (p. 7) for information about the equipment provided in each venue.

RECITAL PROGRAM COPY FORM
Recital repertoire is at the discretion and approval of the applied professor. However, personnel limitations and other factors, such as available equipment, should also be considered. Please remember that recitals should be no more than 75 minutes of stage time, including intermission and all stage and personnel changes.

Students must submit their complete program copy typed to the Concert Management Office, along with a Recital Program Copy Form, as part of their contract materials and under the conditions listed below.

1. Complete all information on the form 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. Typed document should clearly indicate the placement (or absence) of intermission in the program.
4. Do not include program notes.
5. Faculty approval may be submitted via email to studentrecitals@northwestern.edu and should contain acknowledgment of the proposed program.
6. Communicate program changes directly to CMO programs staff at CMO-programs@northwestern.edu.

Recital Program Copy 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.
**Post-Recital Reception Waiver**

Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Please note that the Jean Gimbel Lane Reception Room is not available for recital receptions.

1. **RCMA North Student Lounge:**
   a. First-floor student lounge located in front of the McClintock Choral/Recital Room
   b. Recitalists performing in McClintock and the Master Class Room should use this space for their receptions, and tables can be found in the vending area adjacent to this location.

2. **RCMA East Lobby:**
   a. Designated area located in front of the Jean Gimbel Lane Reception Room on the east side of the lobby in the Ryan Center for the Musical Arts (RCMA)
   b. Recitalists performing in Galvin and the Opera Theater should use this space for their receptions, and a table can be found backstage in each venue.
   c. The ticketing counter in the RCMA lobby should NOT be used for post-recital receptions.

Reservations are not accepted for these spaces and are subject to availability. Whether or not a student plans to hold a reception, students should submit a Post-Recital Reception Waiver with their contract materials.

It is the responsibility of students to clean up after their receptions. Tables should be wiped off, food and beverage waste discarded, and extraneous litter in the area removed. 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.

**Submit Materials**

Students are required to submit all of the materials listed above at the same time and may deliver them either in person during operating hours to the CMO in Pick-Staiger, or they may scan and send them electronically to studentrecitals@northwestern.edu. When the recital contract has been approved, students and their applied professors will be notified via email that the recital slot is confirmed (typically within two or three business days).

---

**Schedule a Dress Rehearsal**

After receiving notice their recital contract materials have been approved, students should visit the CMO during booking hours (in person ONLY) to schedule a dress rehearsal in the recital venue. Booking hours are from 9 a.m. to noon on Mondays, Tuesday, Wednesdays, and Fridays; and from 1 to 4 p.m. on Thursdays.

*Do NOT wait until the week of the recital to request a dress rehearsal.* CMO staff cannot guarantee time will be available in the recital venue. Any dress rehearsals that require technical support must be scheduled at least two weeks in advance. Once scheduled, requests for special equipment at the dress rehearsal (e.g., recently-tuned harpsichord) should be directed to studentrecitals@northwestern.edu so arrangements can be made.

Dress rehearsal time is limited to two hours for each recital, including time for set-up and take-down, and is based solely on the availability of the venue. Students are responsible for arranging assistance with equipment and instruments (e.g., moving pianos) and for restoring venues to their proper condition (e.g., storing chairs/stands).

**DMA Composition Students Presenting a Final Recital and All Graduate Conducting Students**

The following guidelines apply for DMA composition students and ALL conducting students:

1. Coordinate rehearsals electronically by sending a list of requested dates and times to studentrecitals@northwestern.edu.
2. One three-hour dress rehearsal may be scheduled in the performance venue, subject to availability.
3. Students may also schedule the Pick-Staiger rehearsal room, or other comparable space, for two (2) additional three-hour rehearsals, subject to space availability, for a total of nine (9) rehearsal hours; this time includes equipment set-up and take-down.
**Requests**
Timely communication of technical needs allows the Concert Management Office to make the best effort to accommodate student requests. ALL technical requests must be discussed with and approved by the technical services department before submitting the recital contract. Failure to indicate technical requests on the recital contract may result in the unavailability of services or equipment for a student’s recital and dress rehearsal.

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

**Sound Reinforcement**
Use of sound reinforcement of any kind (e.g., microphones, sound monitors, audio playback) requires advance approval. Contact the technical services department at the CMO to discuss technical needs and obtain approval on the contract form prior to submission.

**Video Projection**
Use of a projector and screen can be made available in each recital venue. Students must provide their own electronic device (e.g., laptop), as well someone to operate the device during the recital.

**Stage Crew and Equipment**
The crew and equipment provided for student recitals by the CMO is listed below, and the stage manager on duty can provide assistance. Equipment should not be moved from other venues without 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., one nonglossy finish—the “Matte”—and one glossy finish—the “Poly”), one Steinway model “A” Parlor Grand piano (6 ft.), and double-manual harpsichord (the “Irvin”)
   c. 40 chairs and 40 stands
   d. Conductor podium and stand

2. **McClintock Choral/Recital Room:**
   a. One stage manager
   b. One Steinway model “B” Music Room Grand piano (7 ft.), one Yamaha “C3X” Series Grand piano (6 ft.), double-manual harpsichord (the “Irvin”) may be moved from Galvin
   c. 20 chairs and 40 stands

3. **Regenstein Master Class Room:**
   a. One stage manager
   b. One Steinway model “D” Concert Grand piano (9 ft., the “Henry”), single-manual harpsichord
   c. 30 chairs and 30 stands
   d. Conductor podium

4. **Ryan Opera Theater:**
   a. One stage manager, one house staff member
   b. One Steinway model “D” Concert Grand piano (9 ft., the “Davis”), double-manual harpsichord (the “Irvin”) may be moved from Galvin
   c. 30 chairs and 30 stands

*Please note:* Percussionists are required to assemble and disassemble all percussion equipment; however, they may ask for the assistance of the stage manager. All instruments and equipment must be removed from the venue immediately following the recital.

**Keyboard Instruments**
Keyboard instruments available 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.
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. Use of the chamber organ for recitals should be coordinated directly with the keyboard maintenance department, (847) 467-6970.

**AUDIO RECORDING**
The Concert Management Office provides recital audio recording services only by request and for an additional fee. Recording requests should 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 department. 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](http://music.northwestern.edu/student-recitals) 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.

**PROGRAM AND PROMOTIONAL SERVICES**

**PROGRAM PROOFING AND PICK-UP**
The Concert Management Office will format and print student recital programs once a completed RPCF has been submitted with the student’s recital contract materials. 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 programs staff at [CMO-programs@northwestern.edu](mailto:CMO-programs@northwestern.edu).

**WEB LISTING**
Upon approval of contract materials, student recitals will be added to the Concerts & Events calendar at [http://concertsatbienen.org](http://concertsatbienen.org). Repertoire will be listed on the recital’s event page, so all students are asked to submit a Recital Program Copy Form, even if they plan to design and produce their own recital program.

**PERFORM 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, stage changes, and take-down; adjust lighting; and answer questions. These staff members will also secure the hall following the performance.

Do NOT ask stage managers to serve as page-turners; students are responsible for providing their own. Also, ushers are not provided in McClintock or the Master Class Room, and students should arrange for volunteers to distribute programs and close doors at the beginning of the recital and after intermission.

For recitals exceeding the 75-minute limit of stage time, stage managers are instructed to stop recitals at the first available opportunity.
**Special Request Petitions**

**Recital Change/Cancellation Policy**
Cancellation or rescheduling of a recital after approval of the recital contract should only occur under certain circumstances (see below). A Special Request Petition signed by the student, applied professor, and co-chair of Performance Studies must be submitted to the Concert Management Office. Students who want to request a different date within the same quarter for their recital should also submit a Special Request Petition, but only need to obtain the signature of their applied professor.

**Special Request Petition** 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.

Any recital cancelled or rescheduled without a legitimate reason and/or without advance notice 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)

**Special Considerations**
Any requests outside the scope of the policies and procedures included in this document requires the completion and submission of a Special Request Petition for consideration by the director of concert management.

**Miscellaneous**

**Joint Recitals**
Students approved to present joint recitals should complete and submit their Student Recital Request Form and contract materials as one performing unit. Signatures should be obtained from all applied professors or coaches. Any fees associated with the event (e.g., recording fee) shall be shared among the recitalists.

**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 support 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, Steinway “B” Music Room Grand piano, 700 University Place, 847-491-3787
4. 2122 Performance Hall: 120 seats, 2122 Sheridan Road, 847-491-3787
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 their contract materials to obtain proper course credit, for the performance to be listed on the Bienen School’s calendar of events, and for programs to be created for the recital.
### Annual Recital Scheduling Calendar

*(R = Reading Week; E = Exam Week)*

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On or around September 1: RECITAL SLOTS POSTED for Fall Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>FALL QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Scheduling for FALL <em>degree</em> recitals begins on the first day of classes</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Scheduling continues for FALL <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Scheduling for FALL <em>informal</em> recitals begins; continues for <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Scheduling continues for FALL <em>degree</em> and <em>informal</em> recitals</td>
<td>5 p.m. Deadline for FALL Contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>RECITAL SLOTS POSTED</strong> for Winter Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Scheduling for WINTER <em>degree</em> recitals begins</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Scheduling continues for WINTER <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Scheduling continues for WINTER <em>degree</em> recitals</td>
<td><strong>THANKSGIVING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>Scheduling continues for WINTER <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Scheduling continues for WINTER <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>WINTER QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Scheduling for WINTER <em>informal</em> recitals begins; continues for <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Scheduling continues for WINTER <em>degree</em> and <em>informal</em> recitals</td>
<td>5 p.m. Deadline for WINTER Contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>RECITAL SLOTS PUBLISHED</strong> for Spring Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Scheduling for SPRING <em>degree</em> recitals begins</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Scheduling continues for SPRING <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Scheduling continues for SPRING <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Scheduling continues for SPRING <em>degree</em> recitals</td>
<td>Available Recital Slots Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Scheduling continues for SPRING <em>degree</em> recitals</td>
<td>5 p.m. Deadline for SPRING Contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SPRING QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Request Petition must be submitted for <em>degree</em> recitals scheduled <em>during</em> spring quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>