

# Northwestern

BIENEN SCHOOL OF MUSIC

## Student Recital Scheduling Policies & Procedures

Version 3.1  
(Fall 2018)

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## Introduction

Northwestern's Henry and Leigh Bienen School of Music presents more than 250 recitals each year. Bienen students should read these policies and procedures—published by the Concert Management Office (CMO)—thoroughly before starting the recital scheduling process.

## What's New in 2018-19

Note the following changes to student recital procedures.

- **Graduate conducting and composition students** – Separate manual published with updated guidelines for discipline-specific needs
- **Redesigned layout** – Streamlined information and updated forms but **no substantive policy changes** for students in all performance areas and undergraduate composition

## Eligibility Requirements

### General Requirements

To perform a recital in a Bienen School performance venue, students must meet the following requirements.

1. **Academic standing:** Maintain good academic standing as defined by Northwestern and the Bienen School.
2. **Applied study:** Be registered for applied study at Northwestern in the quarter the recital is given. (*Exception: DMA candidates who are approved and registered for Continuation*)
3. **Approvals:** Final recital date and repertoire must be approved by the applied professor and CMO.
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. **Purpose of venue:** Recital slots are non-transferable and confirmed recital times cannot be used for another reason (e.g., recording).

### Graduate Conducting & Composition

Graduate students in conducting and composition should refer to the separate manual published with guidelines for discipline-specific needs. Undergraduate composition students should use the information in *this* policy guide.

## Recital Status

The categories below are used to designate student recitals for scheduling purposes and may not reflect terminology used by specific areas of study for Doctor of Musical Arts (DMA), Master of Music (MM), and Bachelor of Music (BM) degrees.

### Degree Recital

Required for completion of a graduate or undergraduate degree in the Bienen School and includes:

- **DMA (580)** – Up to four recitals (piano, voice) **OR** three recitals (strings, winds, percussion)
- **MM (480)** – Up to two recitals (piano/collaborative arts, guitar, harp, winds, and percussion) **OR** one recital (jazz studies, piano pedagogy, voice, violin, viola, cello, double bass)
- **BM (380)** – Senior recitals in all performance areas and composition
- **BM (370)** – Junior recitals in piano, strings (except harp), flute, brass, percussion, and vocal honors

### Informal Recital (305)

Not mandatory for completion of degree requirements but may be required by the applied professor or given with their approval; **may only be given in Bienen venues during fall and winter quarters**

**All recitals scheduled in Bienen venues using the process outlined in this policy guide must be registered in CAESAR.**

### Use of Chamber Orchestra

With the exception of graduate conducting and composition recitals, chamber orchestras are NOT permitted on student recitals without obtaining the permission of the director of concert management through the **special request petition process** (see p. 8). The total number of musicians on stage is limited by the amount of space available.

### DMA Lecture/Recital Option

DMA students presenting a Lecture/Recital as part of their degree requirements should select **McClintock Choral/Recital Room** or **Regenstein Master Class Room** as their venue. These spaces provide easy access to audio and visual equipment that can easily be operated by the student or their designee.

### Recital Scheduling Periods

Requests for recital slots will be accepted for each quarter as described below. Students are invited to submit requests starting on the day corresponding to recital status up through the day contract materials must be received.

#### Fall Quarter

- **Degree** – Fall quarter, first day of classes, 9 a.m.
- **Informal** – Fall quarter, week 3, Monday, 9 a.m.
- **Deadline** – Fall quarter, week 4, Friday, 5 p.m.

#### Winter Quarter

- **Degree** – Fall quarter, week 8, Monday, 9 a.m.
- **Informal** – Fall quarter, week 10, Monday, 9 a.m.
- **Deadline** – Winter quarter, week 2, Friday, 5 p.m.

#### Spring Quarter

- **Degree** – Winter quarter, week 7, Monday, 9 a.m.
- **NO informal recitals may be scheduled**
- **Deadline** – Winter quarter, exam week, Friday, 5 p.m.

### Select Date, Time, & Venue

#### Recital Slots

Recitals will be scheduled during fall, winter, and spring quarters only; to occur no later than Friday of exam week; and within the guidelines below.

1. Predetermined recital dates and times (“slots”) will be posted for each venue, as follows:
  - **Fall slots** – On or around September 1
  - **Winter slots** – Fall quarter, week 6, Monday
  - **Spring slots** – Winter quarter, week 5, Monday
2. Once posted, recital slots will be available exclusively for recital scheduling until the deadline for contract materials submission has passed.
3. **To accommodate a larger number of recitals and dress rehearsals, only degree recitals may be performed during spring quarter.**
4. Unless otherwise approved by CMO, recitals will be scheduled on weekday evenings at 6 and 8:30, and on weekends at noon, 2:30, 6, and 8:30 p.m.

#### Bienen Recital Venues

Recital scheduling for students in the following spaces is **subject to availability** and not guaranteed.

- **Mary B. Galvin Recital Hall** – Reserved for eligible students giving DMA degree recitals, and final MM and BM degree recitals
- **David and Carol McClintock Choral and Recital Room** – Open to all eligible students
- **Regenstein Master Class Room** – Open to all eligible students
- **Shirley Welsh Ryan Opera Theater** – Open to all eligible students giving degree recitals

#### Applied Professor & Assisting Musicians

Prior to requesting a date for a recital, students should consult with their applied professor(s) and assisting musicians as well as with family and friends, to identify up to three possible slots for the recital.

### Request Date, Time, & Venue

#### Submit Student Recital Request

Once students have identified three possible slots, they are ready to submit a **Student Recital Request** according to the scheduling period timelines and under the guidelines below.

1. Submit requests via email to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) or in person at CMO. **Neither option provides an advantage over the other.**
2. Requests are processed on a first-come, first-served basis, according to time of receipt and regardless of degree program.
3. Submission of a request does **not** require faculty approval; therefore, assigned slots are **tentative** until faculty approval is obtained on the recital contract.

#### Recital Slot Assignment

Once assigned, students will receive an email listing the date, time, and venue of the designated recital slot. Final confirmation of the slot requires submission of a completed **Student Recital Contract** and accompanying materials (see pp. 5-6) before the announced deadline.

## Determine Recital Needs

Timely communication of equipment and technical needs allows the Concert Management Office to make the best effort to accommodate student requests. **ALL requests for technical services described on this page must be discussed and approved by CMO technical services staff BEFORE submitting a recital contract.** Contact staff at [musicvenues@northwestern.edu](mailto:musicvenues@northwestern.edu) or (847)-491-5441 to obtain authorization prior to contract submission.

### Stage Crew & Equipment

The crew and equipment provided for recitals is listed below. Equipment should not be moved between venues without prior CMO authorization.

#### *Galvin Recital Hall*

- One stage manager, one usher
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Poly,” and one satin finish, the “Matte”), one Steinway “A” 6½ ft. piano; a double-manual harpsichord (the “Irvin”)
- 40 chairs, 40 stands; conductor podium and stand

#### *McClintock Choral and Recital Room*

- One stage manager
- A Steinway “B” 7 ft. piano; a Yamaha C3X 6 ft. piano; a double-manual harpsichord (the “Irvin”) that may be moved from Galvin
- 30 chairs, 30 stands

#### *Regenstein Master Class Room*

- One stage manager
- A Steinway “D” 9 ft. piano (the “Henry”), a single-manual harpsichord
- 25 chairs, 20 stands; conductor podium

#### *Ryan Opera Theater*

- One stage manager, one usher
- A Steinway “D” 9 ft. piano (the “Davis”); a double-manual harpsichord (the “Irvin”) that may be moved from Galvin
- 30 chairs, 30 stands

### Keyboard Instruments

Lids may **not** be removed from any keyboard instrument, and any preparation to pianos must be approved by CMO in conjunction with the keyboard maintenance department.

Use of the Klop continuo organ (often referred to as the “chamber organ”) must be arranged with keyboard maintenance ([pianotech@northwestern.edu](mailto:pianotech@northwestern.edu), (847) 467-6970), as it is usually stored at Alice Millar Chapel.

Piano tuning occurs regularly—once or twice a week—depending on the frequency of use. Harpsichord tuning is coordinated with information received on recital contracts.

## Audio & Visual Services

### Sound Reinforcement

Use of sound reinforcement of any kind (e.g., microphones, audio playback) requires advance permission. Failure to indicate approval of these technical requests on the contract may result in services or equipment being unavailable for a recital and/or dress rehearsal.

### Video Projection

Students requesting use of a projector and screen should schedule their recital in **McClintock Choral/Recital Room** or **Regenstein Master Class Room**. These spaces provide easy access to equipment that can easily be operated by the student or their designee.

### Lighting

Only standard stage lighting is provided for student recitals. Plan repertoire accordingly, as special lighting and effects are **not** permitted.

### Audio Recording

CMO provides audio recording services for recitals only by request and for an additional fee. Students should submit a **Recording Services Request** no later than four (4) weeks before the recital date, and services must be paid for in advance at CMO’s ticket office. Requests after this deadline are subject to the approval of CMO technical services staff. Use of rental equipment or outside contractors for audio or video recording is also subject to CMO approval.

## Confirm Your Recital

### Required Contract Materials

To secure their assigned recital slot, students must submit ALL items below at the same time.

- **Student Recital Contract** with applied professor's signature of approval
- Verification of enrollment for recital credit in CAESAR
- Completed **Recital Program & Web Copy**
- Additional typed page of program information
- **Recital Reception Waiver**, signed and dated

### Deadlines

Deadlines to submit contract materials are as follows.

- **Fall** – Fall quarter, week 4, Friday, 5 p.m.
- **Winter** – Winter quarter, week 2, Friday, 5 p.m.
- **Spring** – Winter quarter, exam week, Friday, 5 p.m.

## Student Recital Contract

This document verifies the date and time of a student's recital slot, confirms recital registration, and collects equipment and technical services details.

### Obtain Faculty Approval

Students must be registered for applied study during the quarter their recital is given, and applied professors must provide their signatures on recital contracts to confirm assigned recital slots. (*Exception: DMA candidates who are approved and registered for Continuation*)

**NOTE:** Faculty approval may be submitted via email to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) and should contain authorization of assigned date and time.

### Register for Recital Credit

Students should register for the appropriate course number, under the correct performance area, in the quarter the recital will be given. Students performing informal recitals should register for course number 305 ("Optional Recital") in their performance area.

All students must submit a copy of their course schedule with their recital contract. A screenshot sent electronically to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) is also acceptable.

### Indicate Equipment & Technical Needs

Students should use the recital contract to indicate the equipment their performance will require. Failure to indicate ALL technical requests on the recital contract—with the signed approval of CMO technical services staff—may result in services or equipment being unavailable.

## Recital Program & Web Copy

Recital repertoire is chosen at the discretion of the applied professor; however, personnel limitations and other factors—such as available equipment—should also be considered. Recitals are restricted to 75 minutes of stage time.

Provide all details on the form and the additional page as they should appear on the final printed program. Applied professors must sign the program form to approve the proposed repertoire.

**NOTE:** Faculty approval may be submitted via email to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) and should contain authorization of proposed program.

### Additional Program Page

Students must submit an additional typed page of detailed program information, labeled with their name, performance area, and the following—in program order—for each piece.

- Title of piece to be performed
- Name of larger work, opus number, year of composition
- Composer name and years of birth and death
- Transcriber or arranger, if applicable
- Movements to be performed, with appropriate numbering and title descriptions
- Accompanist and other assisting personnel
- Approximate duration of piece

The typed document should **clearly** indicate the placement (or absence) of intermission, as well as an **estimated running time** for the performance. Do not provide program notes or translations, as these will not be included.

## Web Calendar Event Listing

Upon approval of contract materials, student recitals will be added to the Bienen School's Concerts & Events calendar at <http://concertsatbienen.org>. Repertoire will be listed on the event page, so ALL students are asked to submit **Recital Program & Web Copy**, even if they plan to design and produce their own programs.

## Recital Reception Waiver

### Reception Guidelines

Holding receptions following student recitals is a privilege that shouldn't be abused. In consideration of everyone, students are expected to follow these guidelines.

1. **The Bienen School of Music expressly prohibits serving or consuming alcohol at any reception that occurs in a Bienen School facility.**
2. Recitalists are responsible for clean-up after the reception. Tables should be wiped down and returned to their proper storage location, food and beverage waste discarded, and extraneous litter taken to the dumpster.
3. Receptions, including clean-up, **must** be completed no later than 30 minutes following the end time of the scheduled recital slot. CMO does not provide custodial services for recital receptions.

### Available Locations & Equipment

Students may use the locations below; no other areas should be used. The Jean Gimbel Lane Reception Room in the Ryan Center for the Musical Arts (RCMA) is **not** available for recital receptions.

- **RCMA north student lounge** – First-floor student lounge located in front of McClintock Choral/Recital Room; recitalists performing in McClintock and the Master Class Room should use this space; 6 ft. tables can be found in the vending area adjacent to the space
- **RCMA east lobby** – Area located in front of the Jean Gimbel Lane Reception Room on the east side of the RCMA lobby; recitalists performing in Galvin and the Opera Theater should use this space; an 8 ft. table for receptions can be found backstage in each recital venue; **the ticketing counter in the RCMA lobby is NOT approved for recital reception use.**

## STEP 4: SCHEDULE A DRESS REHEARSAL

## Receive Final Confirmation

When recital contract materials are approved by the Concert Management Office, students and their applied professors will be informed by email that the recital slot is confirmed. Notice typically arrives within two business days.

## Dress Rehearsals

Once the contract confirmation email is received, students may reserve a dress rehearsal. Do not plan to schedule this rehearsal when turning in contract materials. Students are allowed to schedule up to two (2) consecutive hours of dress rehearsal in the recital venue prior to their performance.

### Importance of Advance Scheduling

Students are expected to schedule a dress rehearsal—especially in Galvin Recital Hall and Ryan Opera Theater—

more than three (3) weeks in advance. Do NOT wait until the week of your recital to reserve time, as CMO staff cannot guarantee space will be available. This is particularly true during spring quarter.

### Booking Hours

Recital dress rehearsals may only be booked in person at CMO with a member of full-time staff during designated hours.

- **Monday and Tuesday** – 9 a.m. to 12 p.m.
- **Wednesday** – 9 a.m. to 4:30 p.m.
- **Thursday and Friday** – 1 to 4:30 p.m.

### Technical Support

Students who require support for technical services must schedule their dress rehearsal in a timely manner. Failure to do so may result in staff and equipment being unavailable.

## STEP 5: PROOFREAD AND PICK UP YOUR PROGRAMS

### What About Programs?

As a courtesy, CMO provides program design and printing services to Bienen students. However, students may create and print programs on their own time and at their own expense. Regardless, **Recital Program & Web Copy** must be submitted, along with an additional typed page of detailed program information (see p. 5), which will be used to create an online calendar listing.

**NOTE:** Submit program questions and updates directly to CMO staff at [CMO-programs@northwestern.edu](mailto:CMO-programs@northwestern.edu).

#### Proofreading & Pick-up

Students are required to proofread their recital program in advance of their recital date and are responsible for the accuracy of information printed. **Proofreading must be completed no later than one (1) week before the recital;** otherwise, CMO staff cannot guarantee programs can be edited and printed. Students are notified via email when their program is ready for proofing.

Students must provide a signature on the final proof of their program. **Programs will ONLY be printed with a signed proof.**

Printed programs should then be picked up from CMO *at least one (1) business day* before the recital, when programs staff are more likely to be available to address any issues or concerns.

#### Don't Forget to Proof!

Students who do not proofread their programs several days in advance of their recital and provide an approval signature should not expect to have their programs edited and printed with limited notice. CMO programs staff work only Monday through Friday, between the hours of 9 a.m. and 5 p.m., **No one is available to modify or print student recital programs during evening and weekend hours.**

## STEP 6: PERFORM YOUR RECITAL

### It's Showtime!

#### What You Can Expect

Recital venues are reserved for students starting one hour before the published performance time for set-up, warm-up, and sound check. Performers should plan to clear the stage 30 minutes before the start time so the venue can be opened to the public. Any deviation from this schedule must be approved in advance by CMO staff.

#### Recital Support

CMO provides student staff for each recital venue as listed on page 4. These students will arrive at the beginning of the recital slot to ensure the venue is open; assist with set-up, stage changes, and strike; adjust lighting; and answer questions. Student staff will also secure the venue following the performance.

**Do not ask staff to serve as page-turners;** performers are responsible for providing their own. A recital usher will be provided only in Galvin Recital Hall and the Ryan Opera Theater. For recitals in McClintock Choral/Recital Room and Regenstein Master Class Room, students should arrange for volunteers to distribute programs and close doors at the start of the recital and after intermission.

#### Following Your Performance

A minimum of 15 minutes is provided for striking the stage following a recital. The venue and its backstage spaces must be cleared by the end time of the scheduled recital slot. Reception spaces are located in public areas and may be occupied up to 30 minutes past the end time.

**For performances exceeding the limit of 75 minutes, stage managers are instructed to stop recitals at the first available opportunity.**

## Special Consideration

Exceptions to policies and procedures outlined in this guide—including atypical technical requests—requires the submission of a **Special Request Petition** for review by the Concert Management Office. Students are encouraged to be thorough in the explanation of circumstances leading them to seek an exemption from policy.

## Submit a Petition

Once they've completed a petition and obtained all required signatures, students should submit the form via email to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) or in person at CMO. Consideration of a request and the time required for a response is directly proportional to its complexity.

## Changes & Cancellations

Cancellation or rescheduling of a recital should occur only under approved circumstances. **Any recital canceled or rescheduled without 48-hours notice may be subject to a fine of \$50.** Last-minute cancellations are unprofessional and regarded as highly inappropriate.

### ***Date Changes in Same Quarter***

Students who want to request a different recital slot within the same quarter must submit a Special Request Petition, but only need to obtain the signature of their applied professor (and **not** a Performance Studies co-chair).

### ***After Recital Contract Approval***

Students who want to cancel their recital once it has been confirmed must submit a petition signed by their applied professor **and** a Performance Studies co-chair.

### ***Approved Circumstances***

- **Documented injury or illness** – A physician's note is required stating the injury/illness prevents the student from performing
- **Family emergency**
- **"Act of God"** – Events outside of human control, such as natural disasters
- **Failure to pass recital permission hearing**

## APPENDIX

### Joint Recitals

Students approved by their applied professors to give a joint recital are considered to be one performance unit and the following guidelines apply.

1. Submit only one (1) **Student Recital Request**, listing everyone performing who will receive recital credit.
2. Submit contract materials all together for everyone receiving credit, as described below.
  - A **Student Recital Contract** for each performer with applied professor's signature of approval
  - Verification of recital registration in CAESAR for each performer
  - Only one (1) completed **Recital Program and Web Copy** and additional typed program page
  - **Recital Reception Waiver**, one for each performer

### Alternate Venues

The Bienen School provides ample opportunities for recitals to be given in its venues; however, students may consider other facilities on campus and schedule their recital directly with the venue. **Separate rental fees may apply** and are the responsibility of the student.

- **Alice Millar Chapel** – 700 seats, 1870 Sheridan Road, (847) 491-7256, [chapel-secretary@northwestern.edu](mailto:chapel-secretary@northwestern.edu)
- **Vail Chapel** – 125 seats, 1870 Sheridan Road, (847) 491-7256, [chapel-secretary@northwestern.edu](mailto:chapel-secretary@northwestern.edu)
- **Lutkin Hall** – 286 seats, 700 University Place, (847) 491-7285, [lutkin-hall@northwestern.edu](mailto:lutkin-hall@northwestern.edu)

Regardless of recital location, students should submit contract materials to obtain course credit, for programs to be created, and for listing on the web calendar. CMO does **not** provide staff support for recitals in alternate venues.