

Submitting a Student Recital Request

2020-21

All Performance and Undergraduate Composition Recitals

Northwestern's Henry and Leigh Bienen School of Music presents more than 250 recitals each year. Read the guidelines below thoroughly, and refer to the policy guide at <http://music.northwestern.edu/student-recitals> for complete details.

I. 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 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, violin, cello, guitar, harp, winds, and percussion) **OR** one recital (jazz studies, piano pedagogy, voice, viola, and 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)

To accommodate increased use of venues for instructional purposes due to COVID-19, only recitals required for the completion of a degree in the Bienen School will be scheduled. **Informal recitals are NOT permitted.**

II. 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 recital slots** – On or around September 1
 - **Winter recital slots** – Monday, November 2
 - **Spring recital slots** – Monday, February 15
2. To allow for sufficient time between performances, recitals will be scheduled on weekday evenings at 5 and 8 P.M., and on weekends at 11 A.M., 2, 5, and 8 P.M.

III. Recital Venues

The following venues provide sufficient space for solo performers and their piano accompanists to maintain proper distancing. Recital scheduling in the following spaces is **subject to availability** and not guaranteed.

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

Requests for exceptions to recital guidelines should be submitted using the Special Request Petition process.

IV. Scheduling Periods

Requests 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 Recitals 2020

- **Degree** – Starting at 9 A.M., Wednesday, September 16
- **Deadline** – Contract materials due before 5 P.M., **Friday, October 2**

Winter Recitals 2021

- **Degree** – Starting at 9 A.M., Monday, November 9
- **Deadline** – Contract materials due before 5 P.M., **Friday, January 15**

Spring Recitals 2021

- **Degree** – Starting at 9 A.M., Monday, February 22
- **Deadline** – Contract materials due before 5 P.M., **Friday, March 19**

V. Submit Request

Identify three possible slots and submit a **Student Recital Request**.

- Submit requests via email **ONLY** to studentrecitals@northwestern.edu. Requests will **NOT** be accepted in person.
- Requests are processed on a first-come, first-served basis, according to time of receipt and regardless of degree program.
- Submission of a request does **not** require faculty approval; therefore, assigned slots are **tentative** until faculty approval is obtained on the recital contract.

Student Recital Request

Version 4.2 (Spring 2021)

All Performance and Undergraduate Composition Recitals

Student recital requests are accepted **no earlier than 9 A.M.** on the designated day for the quarter of performance.

Submit request via email **ONLY** to studentrecitals@northwestern.edu. Requests will **NOT** be accepted in person at the Concert Management Office.

Northwestern

BIENEN SCHOOL OF MUSIC

(office use only)

Date Submitted >> /
Time >> : a.m. p.m.

Part 1 – Student Information

Name (first and last)

Email Address

Instrument / Voice Category

Applied Professor

Degree Program (choose one)

Doctor of Musical Arts (DMA)

Master of Music (MM)

Bachelor of Music (BM)

Year (choose one)

DMA Continuation

2nd year graduate student

1st year graduate student

Senior(+)

Sophomore

Junior

Freshman

Part 2 – Recital Information

Recital Status (choose one)

Degree

Informal

NOT ALLOWED in any quarter

Recital Category (choose any that apply)

Final MM or BM degree recital

Required to request Galvin Recital Hall

Vocal Honors Program

Junior recital requirement

DMA Lecture/Recital option

Use Regenstein Master Class Room

PLEASE NOTE

- CHANGE FOR SPRING QUARTER:** Students who schedule recitals in Galvin Recital Hall or Ryan Opera Theater will be permitted to include small chamber works on their program. The total number of performers in the recital may not exceed six (6), and no more than five (5) musicians may perform at the same time.
- Students must adhere to the guidelines governing distancing for instrumentalists—at least nine (9) feet from any woodwind or brass musician, and at least six (6) feet from all other players.
- In-person attendance at the recital is restricted to applied faculty, as well as **one additional person** to set-up and operate their own equipment for the purposes of recording or live streaming.
- NO** recital receptions in Bienen School of Music spaces.
- Face coverings are required while backstage and when entering and leaving the venue, as well as during chamber music works, if performers are able.

Part 3 – Requested Recital Slots

----- REFER TO POSTED RECITAL SLOTS & LIST IN ORDER OF PREFERENCE -----

Choice 1

Recital Start Time

11:00 5:00
 2:00 8:00

Choice 2

Recital Start Time

11:00 5:00
 2:00 8:00

Choice 3

Recital Start Time

11:00 5:00
 2:00 8:00