

### Student Recital Scheduling Policies & Procedures



Version 1.0  
(Fall 2018)

## Guidelines for **Graduate Conducting & Composition Recitals**

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## Introduction

Northwestern's Henry and Leigh Bienen School of Music presents more than 250 recitals each year. It recognizes the unique challenges faced by graduate conducting and composition students in the recruitment and coordination of recital personnel. The enclosed guidelines were designed specifically for these students confronting these conditions.

Graduate conducting and composition 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 for graduate conducting and composition students.

1. **Independent policy guide** – Separate manual with revised guidelines for discipline-specific needs.
2. **Venue access** – Conducting students, regardless of degree program, are no longer restricted in their choice of venue when scheduling *degree* recitals (p. 3).
3. **Recital scheduling periods** – Requests for all graduate conducting and composition *degree* recitals will be accepted earlier (p. 3).
4. **Recital requests** – Students must submit requests initialed by the applied professor and coordinator of graduate services. Dress rehearsals will be scheduled concurrently with recitals (p. 3).
5. **Recital length** – Students are no longer restricted to using posted recital slots; however, concerts should not exceed two hours in length, including intermission (p. 3).
6. **Expanded recital programs** – Students may now submit a personnel list and program notes, along with a list of repertoire, to be included in a program designed by the concert management office (pp. 5, 7).

## 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, along with the authorization of the coordinator of graduate services.
4. **Purpose of venue:** Recital dates are non-transferable and confirmed recital times cannot be used for another reason (e.g., recording).

### 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), Doctor of Philosophy (PhD), and Master of Music (MM) degrees.

#### Degree Recital

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

- **DMA (CONDUCT 580)** – Three full-length conducting recitals
- **PhD (MUS\_COM 580)** – One full-length recital of works, approximately 60 minutes of music
- **MM (CONDUCT 480)** – Two full-length conducting recitals

#### 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.*

### DMA Lecture/Recital Option

DMA conducting and composition students presenting a Lecture Recital/Performance as part of their degree requirements should consider **Galvin Recital Hall**, **McClintock Choral/Recital Room**, or **Regenstein Master Class Room** as their venue. Use of a projector and screen in Pick-Staiger Concert Hall is not possible.

### Recital Scheduling Periods

Any DMA, PhD, or MM student giving a graduate conducting or composition recital may submit a request for a recital date as described below. Requests are accepted starting on the day corresponding to recital status up through the day contract materials must be received.

#### Degree Recitals

Students giving *degree* recitals in fall quarter may submit their requests starting **May 1** of the previous spring quarter. Requests for *degree* recitals in winter or spring quarter may be submitted starting **August 1** of the summer before.

#### Informal Recitals

Students giving an *informal* recital in fall quarter may submit a request starting in week 3, on Monday, at 9 a.m. Requests for *informal* recitals in winter quarter may be submitted starting fall quarter, in week 10, on Monday, at 9 a.m. **NO informal recitals may be scheduled in spring quarter.**

#### Recital Scheduling Ends

Contract materials must be received for each quarter as follows: **Fall recitals**, fall quarter, week 4, Friday, 5 p.m.; **winter recitals**, winter quarter, week 2, Friday, 5 p.m.; and **spring recitals**, winter quarter, exam week, Friday, 5 p.m.

### Select Date, Time, & Venue

#### Recital Dates and Times

Graduate conducting and composition students are given flexibility to select a recital date and time before the start of the academic year. However, recitals may **not** be given during the first two weeks of classes in fall quarter, nor may they be given on or after the Friday of exam week during any quarter. Summer recitals are not permitted.

Also, unless otherwise approved by CMO, recitals will start at 7:30 p.m., or also at 3 p.m. on weekends, with set-up starting two hours prior and stage time provided for sound check until the house opens. A minimum of 30 minutes is provided for stage strike following the recital, which should not be longer than two hours in length.

The venue and its ancillary spaces must be cleared no later than two-and-a-half hours after the recital's start time. Reception spaces are located in public areas and may be occupied up to an additional 30 minutes, with the exception of the Pick-Staiger rehearsal room (see p. 7).

#### Bienen Recital Venues

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

- **Pick-Staiger Concert Hall** – Reserved for eligible students giving DMA, PhD, or MM *degree* recitals
- **Mary B. Galvin Recital Hall** – Reserved for eligible students giving DMA, PhD, or MM *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 dates for the recital.

### Request Date, Time, & Venue

#### Submit Student Recital Request

Once students have identified three possible dates, they are ready to submit a **Student Recital Request (Graduate Conducting and Composition Recitals)** according to recital 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.
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 requires the initials of the applied professor and coordinator of graduate services.

#### Recital Date Assignment

Once a recital date is identified, a time in the venue will be found for a three-hour dress rehearsal (**inclusive of all set-up and strike**). Then, the student, professor, and graduate services coordinator will receive an email with the details of the assigned dates and times. Final confirmation of these reservations 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.

#### *Pick-Staiger Concert Hall*

- One stage manager, one stage crew, two ushers
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Hamburg,” and one satin finish, the “130”); a single-manual harpsichord (the “Herz”)
- 95 chairs, 100 stands; platform and choral risers; conductor podium and stand

#### *Galvin Recital Hall*

- One stage manager, one stage crew, 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) or (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 & Lighting

Use of a projector and screen is not available in Pick-Staiger Concert Hall, and use of equipment in Galvin Recital Hall requires advance approval. Only standard stage lighting is provided for 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 date, 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 recital details. (*Exception: DMA candidates who are approved and registered for Continuation*)

**NOTE:** Faculty approval may be submitted by 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").

All students must submit a copy of their course schedule with their recital contract. A screenshot sent via email 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 should be no more than two hours 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 by 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
- Name of featured soloist, if applicable
- 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.

Graduate conducting and composition students may also provide a list of personnel, as well as program notes, for inclusion in a program designed by CMO. Content may be modified up until the established print deadline (see p. 7).

## 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.

- **Pick-Staiger rehearsal room** – Located adjacent to the concert stage; recitalists performing in Pick-Staiger Concert Hall should use this space; 8 ft. tables for receptions can be found backstage next to the risers
- **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**

## Receive Final Confirmation

When recital contract materials are approved by the concert management office, students, their applied professors, and the coordinator of graduate services will be informed by email that the recital date is confirmed. Notice typically arrives within two business days.

## STEP 4: SCHEDULE ADDITIONAL REHEARSALS

### Additional Rehearsal Time

Once the contract confirmation email is received, graduate conducting and composition students may schedule the Pick-Staiger rehearsal room, or other comparable rehearsal space, for six (6) additional hours of rehearsal. This time is subject to venue availability and inclusive of all set-up and strike. Equipment and instruments should be returned to the proper storage location prior to student departure.

Students should coordinate rehearsal time via email by sending a list of preferred dates and times to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu).

### Importance of Advance Scheduling

Do NOT wait to book additional rehearsal time, as CMO staff cannot guarantee space will be available. This is particularly true during spring quarter when a large number of recitals are scheduled.

### 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 and expands its services for graduate conducting and composition students to include a list of performing personnel and program notes.

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 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 graduate conducting and composition students starting two hours before the published concert 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 by CMO staff in advance.

#### **Recital Support**

CMO provides student staff for each recital venue as listed on page 4. These students will arrive at the designated set-up time to ensure the venue is open; assist with set-up, stage changes, and strike for the performance; adjust lighting; and answer questions. CMO student managers will assume responsibility for producing the event and ensuring the recital starts on time. They will also secure the venue following the performance.

**Students are responsible for providing volunteers for setting and striking all equipment,** including chairs, stands, podium, and keyboard instruments for the dress rehearsal and performance. Ushers are provided for recitals in Pick-Staiger, Galvin, and the Opera Theater. Students performing in McClintock Choral/Recital Room and Regenstein Master Class Room 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 30 minutes is provided for striking the stage following a recital, and the venue and backstage areas must be cleared completely in the allotted time. Reception spaces are located in public areas and may be occupied up to 30 minutes past the end time. *(Exception: Use of the rehearsal room in Pick-Staiger cannot exceed building close at 10 p.m.)*

All musician holding, performance, and reception areas must be returned to their original condition prior to student departure.

### 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 date 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

### 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.