

Submitting a Student Recital Request

2018-19

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, 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.**

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, October 29
 - **Spring recital slots** – Monday, February 4
2. 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.

III. Recital Venues

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
- **McClintock Choral and Recital Room** – Open to all eligible students
- **Regenstein Master Class Room** – Open to all eligible students
- **Ryan Opera Theater** – Open to all eligible students giving *degree* recitals

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 2018

- **Degree** – Thursday, September 27, starting at 9 a.m.
- **Informal** – Monday, October 8, starting at 9 a.m.
- **Deadline** – Friday, October 19, contract materials due before 5 p.m.

Winter Recitals 2019

- **Degree** – Monday, November 12, starting at 9 a.m.
- **Informal** – Monday, November 26, starting at 9 a.m.
- **Deadline** – Friday, January 18, contract materials due before 5 p.m.

Spring Recitals 2019

- **Degree** – Monday, February 18, starting at 9 a.m.
- **NO informal recitals may be scheduled**
- **Deadline** – Friday, March 22, contract materials due before 5 p.m.

V. Submit Request

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

- Submit requests via email to studentrecitals@northwestern.edu or in person at CMO; **neither option provides advantage over the other**
- 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

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 and recital status.

Submit request via email to studentrecitals@northwestern.edu or in person at the Concert Management Office. *Neither option provides an advantage over the other.*

(office use only)

Date Submitted >> /

Time >> : a.m. p.m.

Part 1 – Student Information

Name (first and last)

Email Address

 @u.northwestern.edu

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

Fall and winter quarters **ONLY**

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 McClintock or Master Class Room

This is a joint recital (provide second student's information below)

Degree Program

- DMA MM BM

Name

Email Address

@u.northwestern.edu

Instrument / Voice Category

Applied Professor

Year

Part 3 – Requested Recital Slots

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

Choice 1

Recital Start Time

- 12:00 6:00
 2:30 8:30

Choice 2

Recital Start Time

- 12:00 6:00
 2:30 8:30

Choice 3

Recital Start Time

- 12:00 6:00
 2:30 8:30