

Submitting a Student Recital Request

2018-19

Graduate Conducting and 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), 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.**

II. Recital Slots

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.

III. 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

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

IV. 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.

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

- **Fall recitals** – Monday, October 8, starting at 9 a.m.
- **Winter recitals** – Monday, November 26, starting at 9 a.m.
- **NO informal recitals may be scheduled in spring quarter.**

Recital Scheduling Ends

- **Fall recitals** – Friday, October 19, contract materials due before 5 p.m.
- **Winter recitals** – Friday, January 18, contract materials due before 5 p.m.
- **Spring recitals** – Friday, March 22, contract materials due before 5 p.m.

V. Submit Request

Identify three possible dates and submit a **Student Recital Request (Graduate Conducting and Composition Recitals)**.

- Submit requests via email to studentrecitals@northwestern.edu or in person at CMO
- Requests are processed on a first-come, first-served basis, according to time of receipt and regardless of degree program
- Submission of a request requires the initials of the applied professor and coordinator of graduate services

Student Recital Request

Northwestern

BIENEN SCHOOL OF MUSIC

Graduate Conducting and Composition Recitals

Requests for graduate conducting and composition student recitals are accepted **no earlier than 9 a.m.** on the designated day for the quarter of performance and recital status. For fall *degree* recitals, this date is **May 1** of the spring before, and for winter and spring *degree* recitals, the date is **August 1** of the summer before.

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

Part 1 – Student Information

Name *(first and last)*

Email Address

 @u.northwestern.edu

Discipline Area

Applied Professor

Part 2 – Recital Information

Recital Status *(choose one)*

Degree

Informal

Fall and winter quarters ONLY

Personnel / Equipment *(estimate is OK)*

Total musicians performing

Chairs # Stands

Preferred Venue(s)

VENUE CHOICE #1

VENUE CHOICE #2

Part 3 – Requested Recital Dates

----- LIST IN ORDER OF PREFERENCE -----

Choice 1

 DAY of WEEK MONTH, DAY, & YEAR

Recital Start Time

7:30 3:00 *(Sat-Sun)*

Choice 2

 DAY of WEEK MONTH, DAY, & YEAR

Recital Start Time

7:30 3:00 *(Sat-Sun)*

Choice 3

 DAY of WEEK MONTH, DAY, & YEAR

Recital Start Time

7:30 3:00 *(Sat-Sun)*

Additional Information for Consideration

(office use only)

Date Submitted >>

MM / DD

Time >>

h

:

mm

a.m.

p.m.

Approvals *(initial to confirm eligibility)*

Applied Professor

Coordinator of Graduate Services

Degree Program *(choose one)*

Doctor of Musical Arts (DMA)

Doctor of Philosophy (PhD)

Master of Music (MM)

Year *(choose one)*

DMA/PhD Continuation

2nd year graduate student

1st year graduate student