



# Northwestern

BIENEN SCHOOL OF MUSIC

## Student Recital Scheduling Guidelines

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(Spring 2021)

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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.

### Changes Due to COVID-19

The Bienen School recognizes that the presentation of a recital required for completion of a music degree benefits significantly by being offered live in a performance venue. The policies and procedures outlined here—in alignment with [Northwestern's COVID-19: Return to Campus Guidelines](#)—allow students to perform in an appropriate musical venue while mitigating and minimizing public health risks.

#### WHO

- Voice students, string and wind players, pianists, and percussionists may perform a solo recital with piano accompaniment.
- **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.
- Conducting students are asked to delay their recitals when restrictions have been eased on the number and distancing of performers.
- In-person attendance at the recital is restricted to applied faculty for the purposes of evaluation, as well as **one additional person** to set-up and operate their own equipment for the purposes of recording or live streaming.

#### WHAT

- Only recitals required for degree completion will be scheduled. Informal recitals are **NOT** permitted.
- **NO** recital receptions in Bienen School of Music spaces.

#### WHERE

**Galvin Recital Hall, Regenstein Master Class Room, McClintock Choral and Recital Room, and Ryan Opera Theater** provide sufficient space for solo performers and their piano accompanists to maintain proper distancing. Use of Galvin Recital Hall will continue to be reserved for those students giving a DMA recital or their **final** MM or BM recital.

#### WHEN

See the corresponding sections in this document for recital scheduling periods and deadlines. **Recital requests and contract materials will only be accepted electronically at [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu).**

#### HOW

- Face coverings are required while backstage and when entering and leaving the venue, as well as during chamber music works, if performers are able.
- Accommodations cannot be made for sound reinforcement, video projection, or special lighting.
- Detailed parameters are outlined in this document, and as a condition of performing a recital, students are required to follow all policies, protocols, and guidance aimed at protecting the health of our community.

### 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).

### Degree Recitals Only

Only recitals required for the completion of a graduate or undergraduate degree in the Bienen School will be scheduled. Informal recitals are **NOT** permitted.

Degree recitals include:

- **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

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

### DMA Lecture/Recital Option

DMA students presenting a Lecture/Recital as part of their degree requirements should select **Regenstein Master Class Room** or **McClintock Choral and Recital Room** as their venue. These spaces provides 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.
- **Deadline** – Fall quarter, week 3, Friday, 5 P.M.

#### Winter Quarter

- **Degree** – Fall quarter, week 9, Monday, 9 A.M.
- **Deadline** – Winter quarter, week 2, Friday, 5 P.M.

#### Spring Quarter

- **Degree** – Winter quarter, week 8, Monday, 9 A.M.
- **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 8, Monday
  - **Spring slots** – Winter quarter, week 7, 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 increased use of music venues for instructional purposes due to COVID-19, only degree recitals may be scheduled during any quarter.**
4. 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.

#### Bienen Recital Venues

Recital scheduling for students 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

#### Applied Professor & Piano Accompanist

Prior to requesting a recital date, students should consult with their applied professor(s) and piano accompanist to identify up to three possible slots for the recital.

#### ONLINE PORTAL

Access recital slot calendars, fillable electronic forms, special request petitions, and other helpful information online at [music.northwestern.edu/student-recitals](https://music.northwestern.edu/student-recitals).

# Request Date, Time, & Venue

## Submit Student Recital Request

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

1. Submit requests via email **ONLY** to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu). Requests will **NOT** be accepted in person.
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 p. 5) before the announced deadline.

# Determine Recital Needs

Special accommodations will **NOT** be made for sound reinforcement, video projection, or special lighting. Venue information and specifications are described below.

## Stage Crew & Equipment

The minimum amount of crew and equipment provided for recitals is listed below.

### *Galvin Recital Hall*

- One stage manager, one tech staff, one usher
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Poly,” and one satin finish, the “Matte”); a double-manual harpsichord (the “Irvin”)

### *Regenstein Master Class Room*

- One stage manager
- A Steinway “D” 9 ft. piano (the “Henry”), a single-manual harpsichord

### *McClintock Choral and Recital Room*

- One stage manager
- A Steinway “B” 7 ft. piano; a Yamaha C3X 6 ft. piano

### *Ryan Opera Theater*

- One stage manager, one usher
- One Steinway “A” 6½ ft. piano

## 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) and CMO ([musicvenues@northwestern.edu](mailto:musicvenues@northwestern.edu), (847) 491-5441), as it is usually stored at Alice Millar Chapel.

Piano tuning occurs regularly—depending on frequency of use. **Harpsichord tuning is coordinated with information received from students and must be requested no later than two (2) weeks in advance.**

# Audio & Visual Services

## Sound Reinforcement

Use of sound reinforcement of any kind (e.g., microphones, audio playback) is **NOT** allowed.

## Video Projection

Students requesting use of a projector and screen should schedule their recital in **Regenstein Master Class Room**. This space provides 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. See <https://www.music.northwestern.edu/resources/students/recording-request>.



## STEP 3: SUBMIT RECITAL CONTRACT AND MATERIALS

### Confirm Your Recital

#### Required Contract Materials

To secure their assigned recital slot, students must submit the items below—at the same time—via email **ONLY** to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu).

- **Student Recital Contract** with applied professor's signature of approval
- Verification of enrollment for **recital credit** in CAESAR

#### Deadlines

Deadlines to submit contract materials are as follows.

- **Fall** – Fall quarter, week 3, 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 (*exception: DMA candidates*

*who are approved and registered for Continuation*) and applied professors must provide their signatures on recital contracts to confirm assigned recital slots.

**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.

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 Piano Accompanist

Students should provide the name of their piano accompanist, if known, on their recital contract form.

### What About Programs?

Due to restrictions on audience attendance, the Concert Management Office will not be designing or printing programs for student recitals during the COVID pandemic.

## 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. Students can 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—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.

#### Submit Your Requests for Rehearsal

Students should coordinate a dress rehearsal time via email **ONLY** by sending a list of preferred dates and times to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu). Dress rehearsals will **NOT** be scheduled in person at the Concert Management Office.

## 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 20 to 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. The assigned staff member(s) 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.

### Face Coverings

Face coverings are required while backstage and when entering and leaving the venue, as well as during chamber music works, if able.

## 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)

CMO does **not** provide staff support for recitals in alternate venues.

## SPECIAL REQUEST PETITION PROCESS

### Special Consideration

Exceptions to policies and procedures outlined in this guide 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 **ONLY** to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu). 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. Last-minute cancellations are unprofessional and regarded as highly inappropriate. Students who want to cancel their recital once it has been confirmed must submit a petition signed by their applied professor.

#### 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**