



# Northwestern

BIENEN SCHOOL OF MUSIC



## Student Recital Scheduling Guidelines

Version 2.0  
(Fall 2023)



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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 the guidelines in this document thoroughly before starting the recital scheduling process.

## 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/PhD candidates who are approved for continuation*).
3. **Approvals:** Final recital date and repertoire must be approved by the student's applied professor.
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., audition recording).

### Graduate Conducting & Composition

Graduate students in conducting and composition should refer to the separate manual with guidelines for their discipline-specific needs. Undergraduate composition students should use the information in *this* policy guide.

### Recital Status

The categories and course numbers below are used to designate student recitals for scheduling and registration 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 graduate or undergraduate 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)*

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 School of Music venues must be registered in CAESAR.*

### Use of Chamber Orchestra

With the exception of graduate conducting and composition recitals, chamber orchestras are **NOT** permitted on student recitals without obtaining the permission of the Concert Management Office through the **special request petition process** (see p. 8). The total number of musicians on stage is limited by the amount of space available.

### DMA Lecture/Recital Option

DMA students presenting a Lecture/Recital as part of their degree requirements should select **McClintock Choral and Recital Room** or the **Regenstein Master Class Room** as their venue. These spaces provide access to audio and visual equipment that can easily be operated by the student or their designee.

## Online Portal

Students are required to submit all of their recital materials using the electronic forms listed below, which can be found online at <http://music.northwestern.edu/student-recitals>.

- **Student Recital Request Form**
- **Student Recital Contract Form**
- **Recital Program & Web Copy Form**
- **Dress Rehearsal Request Form**
- **Technical Services Request Form**

## Determine Recital Needs

Timely communication of equipment and technical needs allows the Concert Management Office (CMO) to make the best effort to accommodate student requests. The information on this page outlines what is (and is not) available to students performing in a Bienen School venue.

### Stage Crew & Equipment

The minimum amount of crew and equipment provided for recitals is listed below. Equipment should not be moved between venues without prior CMO authorization.

#### *Galvin Recital Hall*

- One stage manager, one usher
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Poly,” and one satin finish, the “Matte”); one Steinway “D” 9 ft. piano (the “Davis”) to be used for prepared piano
- A double-manual harpsichord (the “Irvin”) – **advance request ONLY**
- 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”), moved from Galvin – **advance request ONLY**
- 30 chairs, 30 stands

#### *Regenstein Master Class Room*

- One stage manager
- A Steinway “D” 9 ft. piano (the “Henry”)
- A single-manual harpsichord – **advance request ONLY**
- 25 chairs, 20 stands

#### *Ryan Opera Theater*

- One stage manager, one usher
- A Steinway “A” 6½ ft. piano
- A double-manual harpsichord (the “Irvin”), moved from Galvin – **advance request ONLY**
- 30 chairs, 30 stands; conductor podium

### Keyboard Instruments

Lids may **not** be removed from any keyboard instrument, and any preparation to pianos must be approved in advance by the keyboard maintenance department: [pianotech@northwestern.edu](mailto:pianotech@northwestern.edu), (847) 467-6970.

Use of the Klop continuo organ (often referred to as the “chamber organ”) must be arranged with keyboard maintenance (see info above) and CMO ([musicvenues@northwestern.edu](mailto:musicvenues@northwestern.edu)), as it is stored at Alice Millar Chapel.

Piano tuning occurs regularly—once or twice a week—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) requires advance permission and is available only in Galvin. Failure to request equipment in advance may result in services or equipment being unavailable for a recital and/or dress rehearsal. See page 7 for instructions on placing a technical services request.

### Video Projection

Students who want to request use of a projector and screen (see p. 7) should schedule their recital in Galvin or the Master Class Room. These spaces provide easy access to equipment that can easily be operated by the student or their designee. **Use of a projector and screen in Ryan Opera Theater and McClintock for student recitals is NOT permitted.**

### 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. Students should submit a [Recording Services Request](#) form no later than four (4) weeks before the recital date, and services must be paid for in advance at CMO’s ticket office. Use of rental equipment or outside contractors for audio or video recording is generally permitted but also subject to CMO approval.

## STEP 1: VIEW AVAILABLE RECITAL SLOTS

### 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 according to the following guidelines.

1. Predetermined recital dates and times ("slots") for each venue will be posted in the [View Recital Slots](#) section of the Online Portal as follows:
  - **Fall slots** – On or around September 1
  - **Winter slots** – Fall quarter, week 6, Monday
  - **Spring slots** – Winter quarter, week 5, Monday
2. Once posted, recital slots will be available exclusively for recital scheduling until the contract deadline.
3. Unless approved by the Concert Management Office, recitals will be scheduled on weekday evenings at 6 and 8:30 P.M., and on weekends at noon, 2:30, 6, and 8:30 P.M.

#### Bienen Recital Venues

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

- **Mary B. Galvin Recital Hall** – Reserved for eligible students giving DMA *degree* recitals, and final MM and BM *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 slots for the recital.

## STEP 2: REQUEST A RECITAL SLOT

### Recital Scheduling Periods

Students may submit recital requests starting on the day corresponding to their recital status up through the day contract materials must be received.

#### Fall Quarter

- **DEGREE** – Fall quarter, first day of classes, 9 A.M.
- **INFORMAL** – Fall quarter, week 3, Monday, 9 A.M.
- **DEADLINE** – Fall quarter, week 4, Friday, 5 P.M.

#### Winter Quarter

- **DEGREE** – Fall quarter, week 8, Monday, 9 A.M.
- **INFORMAL** – Fall quarter, week 10, Monday, 9 A.M.
- **DEADLINE** – Winter quarter, week 2, Friday, 5 P.M.

#### Spring Quarter

- **DEGREE** – Winter quarter, week 7, Monday, 9 A.M.
- **NO informal recitals may be scheduled**
- **DEADLINE** – Winter quarter, exam week, Friday, 5 P.M.

### Submit Recital Request

Once students have identified three possible slots, they are ready to submit their request using the electronic [Student Recital Request Form](#) according to the scheduling period timelines above and the guidelines below.

1. Access the online form starting at 9 A.M. on the day corresponding with the quarter and your recital status.
2. Requests are processed on a first-come, first-served basis, according to the time the form is received.
3. Submission of a request does **NOT** require faculty approval; therefore, slots are considered **tentative** until faculty approval is submitted with the recital contract.

#### Assignment of Recital Slot

An email will be sent—typically within two business days—listing the date, time, and venue of the assigned recital slot. Final confirmation of the slot requires completion of the **Student Recital Contract Form** and **Recital Program & Web Copy Form** prior to the posted deadline.



### Confirm Your Recital

#### Required Contract Materials

To secure their assigned recital slot, students must complete the electronic [Student Recital Contract Form](#), which requires the following items to be submitted:

- Verification of **recital credit registration** in CAESAR
- Recital **equipment needs** (*Bienen venues only*)
- Attestation to follow the terms and conditions of the **recital reception waiver** (*Bienen venues only*)
- **Faculty Approval Form** with applied professor's signature

Also required to confirm a recital slot is completion of the **Recital Program & Web Copy Form** (see next section).

#### Deadlines

The 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

The **Student Recital Contract Form** verifies the date and time of a student's recital, confirms their recital registration, collects necessary equipment needs, and requires submission of faculty approval.

#### Register for Recital Credit

Students should register in CAESAR for the appropriate course number, under the correct performance area, and in the quarter the recital will be given. Students performing informal recitals should register for course number 305 ("Optional Recital") in their performance area.

In the designated section of the **Student Recital Contract Form**, students must upload verification of their registration as a PDF or graphic file (e.g., screenshot of course schedule).

#### Indicate Equipment Needs

Students performing in a Bienen School venue will be asked to indicate the equipment needed for their recital. Requests for technical services, such as audio playback or use of a projector and screen, must be submitted using the **Technical Services Request Form** (see p. 7).

### Obtain Faculty Approval

Students must be registered for applied study during the quarter the recital is given (*exception: DMA/PhD candidates registered for continuation*), and their applied professors must sign a **Faculty Approval Form**—a fillable PDF found in the Online Portal—to approve the recital.

Students should upload their signed **Faculty Approval Form** in the designated section of the **Student Recital Contract Form**. They also have the option to upload a screenshot or PDF of the professor's email approval, which needs to confirm the recital's date and time.

### Recital Reception Waiver

Students using Bienen School venues are required to agree to the [recital reception waiver](#), **even if** they do not plan to hold a reception.

#### Reception Locations & Equipment

Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Reservations are **NOT** accepted for these spaces, which are subject to availability.

- **RCMA North Student Lounge**  
Recitalists performing in [McClintock Choral and Recital Room](#) or the [Regenstein Master Class Room](#) should use the first-floor student lounge located in the Ryan Center for the Musical Arts (RCMA) on the north side of the building, in front of McClintock. Six-foot tables can be found in the vending area adjacent to the space.
- **RCMA East Lobby**  
Recitalists performing in [Galvin Recital Hall](#) and the [Ryan Opera Theater](#) should use the area located adjacent to the backstage door leading to Galvin on the east side of the RCMA lobby. An eight-foot table can be found backstage in each of the venues. The ticketing counter in the RCMA lobby is **NOT** approved for recital reception use, and students will be asked to relocate to the proper area.
- **Pick-Staiger Rehearsal Room**  
Recitalists performing in [Pick-Staiger Concert Hall](#) should use the rehearsal room adjacent to the stage for receptions; the lobby should **NOT** be used. Eight-foot tables can be found backstage.

**NOTE:** The Jean Gimbel Lane Reception Room in the Ryan Center is **NOT** available for recital receptions.

### STEP 3: COMPLETE THE RECITAL CONTRACT – *continued*

#### *Reception Guidelines*

A recital reception can be a great way to celebrate an important milestone with family and friends. However, holding these gatherings in Bienen School spaces is a privilege that should be abused. In fairness and consideration of everyone, students are expected to follow the guidelines below.

- The Bienen School of Music expressly prohibits the serving or consumption of alcohol at any reception that occurs in a Bienen School facility.
- Recitalists are responsible for cleaning up after their receptions. Tables should be wiped down and returned to the proper storage location, food and beverage waste discarded, and extraneous trash taken to the dumpster located behind RCMA. The Concert Management Office does **NOT** provide custodial services for student recital receptions.
- Receptions, including clean-up, **MUST** be completed no later than 30 minutes following the end of the scheduled recital slot.

### STEP 4: SUBMIT RECITAL PROGRAM & WEB COPY

## Recital Program & Web Copy

Recital repertoire is chosen at the discretion of the student and applied professor; however, personnel limitations and other factors—such as available equipment—should also be considered. Recitals are restricted to 75 minutes of stage time, including intermission and all stage/personnel changes.

Submit all information on the electronic [Recital Program & Web Copy Form](#) as it should appear on the final printed program. Students attest when submitting their program details that their applied professor has viewed and approved the entire program.

#### **Program Information**

Students will be asked to provide the following details for each piece—in program order—when submitting their repertoire.

- Title of the selection to be performed; if the selection is extracted from a larger work (such as an aria from an opera) then the complete source work should be listed
- The catalogue number of the selection (e.g., Op. 92, K. 331, BWV 1003), if applicable
- Movements (or songs) to be performed from the larger source work, with appropriate number and title descriptions
- Transcriber or arranger, if applicable
- Composer's full name and years of birth and death
- Accompanist and other assisting personnel
- Approximate duration of piece

#### **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 complete the **Recital Program & Web Copy Form**, even if they plan to design and produce their own programs.

### STEP 5: SCHEDULE A DRESS REHEARSAL

## Dress Rehearsals

Once they have received final confirmation of their recital slot, students may request a dress rehearsal. Students are allowed to schedule up to two (2) **consecutive** hours in the recital venue prior to their performance. Students should submit their request using the electronic [Dress Rehearsal Request Form](#).

#### **Importance of Advance Scheduling**

Students are expected to schedule a dress rehearsal more than three (3) weeks in advance. Do **NOT** wait until the week of your recital to reserve time, as the Concert Management Office cannot guarantee space will be available. This is especially true during spring quarter.

### Requesting Tech Services

Timely communication of recital audio and visual needs allows the Concert Management Office (CMO) to make the best effort to accommodate student requests.

ALL requests for technical services **MUST** be discussed with and approved by CMO technical services staff **no later than four (4) weeks** prior to a recital. **NOTE:** CMO only supports recitals performed in Bienen School venues and does not assist with recitals in alternate venues.

Requests for the following services should be submitted using the electronic [Technical Services Request Form](#).

- **Audio playback, *any venue*:** Be prepared to provide a detailed description, including the playback device (e.g., laptop) and type of audio output (e.g., 1/8" TRS headphone jack, HDMI) you plan to use
- **Instrument and voice amplification, *Galvin only*:** Be prepared to provide a detailed description, including instruments or voice types to be amplified and number of microphones
- **Projector and screen, *McClintock and Master Class Room only*:** Be prepared to provide a detailed description, including the playback device (e.g., laptop), type of display output (e.g., Mini DisplayPort, HDMI), and whether or not your projection contains audio

## PREPARE & PERFORM YOUR RECITAL

### Recital Programs

As a courtesy, the Concert Management Office (CMO) provides program design and printing services to Bienen students. However, students may create and print programs on their own time and at their own expense.

**NOTE:** Submit questions and updates directly to CMO staff at [events.music@northwestern.edu](mailto:events.music@northwestern.edu).

#### ***Proofreading & Pick-up***

Students are required to proofread their designed program in advance and are responsible for the accuracy of the printed information. **Proofreading must be completed no later than one (1) week before the recital**; otherwise, CMO staff cannot guarantee programs can be edited and printed in time for the recital. Students are notified via email when their program is ready for proofing.

#### ***Don't Forget to Proof!***

Students who do not proofread their programs in advance as described above should not expect to have their programs edited and printed with limited notice. CMO programs staff work Monday through Friday, between 9:00 A.M. and 5:00 P.M. **Staff is NOT available to modify or print student recital programs during evening and weekend hours.**

### It's Showtime!

#### ***Recital Support***

CMO provides student staff for each recital venue as listed on page 3. These students will arrive at the beginning of the recital slot to ensure the venue is open; adjust lighting; assist with set-up, stage changes, and strike for the recital; and answer questions. Student staff will also secure the venue following the performance.

**Do not ask staff to serve as page-turners;** performers are responsible for providing their own. A recital usher will be provided only in Galvin Recital Hall and the Ryan Opera Theater. For recitals in McClintock Choral and Recital Room and Regenstein Master Class Room, students should arrange for volunteers to distribute programs and close doors at the start of the recital and after intermission.

#### ***Following the Performance***

A maximum of 15 minutes is provided for striking the stage following a recital. The venue and its backstage spaces must be cleared by the end of the scheduled recital slot. Reception spaces are located in public areas and may be occupied up to 30 minutes past the end time.

**For performances exceeding the limit of 75 minutes, stage managers are instructed to stop recitals at the first available opportunity.**

## Special Consideration

Exceptions to policies and procedures outlined in this set of guidelines—including atypical technical requests—requires submission of a [Special Request Petition](#) for review by the Concert Management Office (CMO). Students should 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.** Last-minute cancellations are unprofessional and regarded as highly inappropriate.

### Approved Circumstances

- Documented injury or illness
- Family emergency
- "Act of God"
- Failure to pass recital permission hearing

### Date Changes in Same Quarter

Students who want to request a different recital slot 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.

## APPENDIX

## Joint Recitals

Students approved by their applied professors to give a joint recital are considered to be one performance unit and the following guidelines apply.

1. Submit only one **Student Recital Request Form**, listing everyone performing who will receive recital credit.
2. Each performer should complete a separate **Student Recital Contract Form**, uploading their individual recital registration and **Faculty Approval Form** with their applied professor's signature of approval.
3. Submit only one **Recital Program & Web Copy Form**, listing all performers, including assisting musicians.
4. Submit only one **Dress Rehearsal Request Form**.

## 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)
- **2122 Performance Hall** – 120 seats, 2122 Sheridan Road, (847) 491-7285, [2122-performance-hall@northwestern.edu](mailto:2122-performance-hall@northwestern.edu)
- **Chapel of the Unnamed Faithful** – 300 seats, Garrett-Evangelical Theological Seminary, 2121 Sheridan Road, (847) 866-3900, [hospitality@garrett.edu](mailto:hospitality@garrett.edu)

Regardless of recital location, students should complete a [Student Recital Contract Form](#) to confirm their recital registration and faculty approval, as well as a [Recital Program & Web Copy Form](#) if programs are to be created and the recital listed on the Bienen web calendar. The Concert Management Office does **not** provide staff support for recitals in alternate venues.