CONCERT/RECITAL/REHEARSAL SCHEDULING POLICIES
Concert/recital hours for the academic year, i.e., August – May

Time Schedule for Carl F.W. Ludwig Recital Hall

Monday, Tuesday, Wednesday, and Thursday: 7:30 p.m.

Friday: 7:00 p.m., 9:00 p.m.

Saturday and Sunday: 1:00 p.m., 3:00 p.m., 5:00 p.m., 7:00 p.m., 9:00 p.m.

All exceptions to these times must be approved by the Director of the School of Music.

Do not schedule your recital to take place during one of your class times.

The Saturday and Sunday afternoon recitals will last 1 ½ hours, and the Recital Hall will be available for practice and set-up ½ hour before the recital. A scheduled recital during the week includes one hour set-up time.

Further use of the hall constitutes rehearsal time – please schedule rehearsals four weeks before recital.

You are entitled to three hours of rehearsal time in the Recital Hall for your recital. You may not schedule your rehearsal times until four weeks prior to your recital date.

Holding Recital Date:
Students and faculty may ask the Music office to place a hold on a date for three days to make recital arrangements. A completed recital request form must be turned in within the three days or that hold time is lost.

Switching and/or Rescheduling Recital Date:
Students and faculty wanting to switch or reschedule recitals to another date, must get prior approval from the School of Music office.

Program, Recording, Publicity:
Program packets are available in the Music office. It must be returned to the Music Office 10 working days prior to your recital typed and complete. Programs turned in after the deadline will not be available for the recital and will be printed only for School of Music archival purposes. Students will be charged a $50 recital fee. This fee will be charged to the student’s bursar account. The recital fee includes 100 copies of the program and one CD recording. No changes of program or content will be made after the program is typed unless the student is willing to pay a $15 reprint fee.

Once the Program, Recording, Publicity Packet has been received, recitals may not be canceled except for illness or failure to pass a required pre-recital hearing. All cancellations must be noted and approved.

Use of the Green Room is restricted to the 1 ½ hours assigned to the Recital Hall. Please keep the Green Room clean and orderly. No food is permitted in the Green Room.

Students are allowed to post signs advertising their recitals throughout the building. However, signs are NOT to be posted on doors or hallway walls. This is against building fire code. Signs should only be posted on the available bulletin boards. Any signs found throughout the building not on bulletin boards will be removed immediately.