Introduction

Each year, the Moores School of Music presents hundreds of performances by students, faculty, and guests. Producing recitals entails not only rehearsals for students and professors, but also scheduling of facilities, maintenance of pianos, production of programs, and promotion to the public. Also, recitals are an important degree requirement for music students (both performance and attendance) at all levels, and procedures must be followed to ensure compliance and completion with these requirements. Please read this document carefully and direct any questions to the appropriate staff member.

Scheduling Basics

Student Recital applications are accepted between August 1 and October 15 (for the fall semester) and between December 10 and February 20 (for the spring semester). Student may not present degree recitals during the summer semester.

Student recitals take place in Dudley Recital Hall, the Choral Recital Hall (Room 160 MSM), and the Organ Recital Hall (only recitals containing organ and with written consent of the Director of Organ Studies). All student recitals take place at one of the approved times below, without exception:

<table>
<thead>
<tr>
<th>Monday through Friday:</th>
<th>Saturday and Sunday:</th>
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<tr>
<td>6:30 pm</td>
<td>12:00 pm</td>
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<td>8:30 pm</td>
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<td>5:00 pm</td>
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<td>7:30 pm</td>
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Each semester, there will be days which are unavailable for student recitals, such as university holidays. Recitals must also be completed on or before the last day of classes (for Fall 14: December 7; for Spring 15: May 4).

Steps/Timeline for Scheduling a Recital

1. **Confirm recital eligibility** ~ Undergraduates must be current on recital attendance and have the approval of their private instructor. Both Bachelor’s and Master’s student should consult with their private instructor to choose an appropriate recital committee. DMA students must have declared a DMA committee at least two months prior to their first recital. Contact your academic advisor if you have concerns about eligibility to perform a recital or forming a recital committee.

2. **Find Possible Dates** ~ Consult with your private instructor and to choose three (3) possible recital date/times. Please review the syllabi of your courses, ensemble schedules, and the MSM concert calendar to ensure there are no major conflicts. Your private instructor SHOULD NOT sign the application at this time.

3. **Place a date on hold** ~ Submit your completed recital application (at www.uh.edu/class/music/forms) to the front desk. Undergraduate forms will be reviewed by Carrie Young who will confirm recital attendance is current. Graduate forms and approved undergraduate forms are processed by Chris Foster, graduate advisor. Based on availability of your three potential dates, Chris will place one date on hold for you in the recital.
calendar. He will then email you to return to the front desk to pick up your approved application. From this point you have ten (10) working days with which to make your reservation permanent and formally book your recital.

4. **Confirm your recital reservation** ~ From the date that your recital is placed on hold, you have ten working to complete the booking process. First, get your private instructor’s signature to indicate they are aware of your reserved date and approve of the choice. Then, take your signed form to the MSM ticket office (to the right of the front desk). They are open 9 am to 4 pm, Mon-Fri. There, you will pay the $50 non-refundable recital fee and they will take the form from you for filing. If both the signed form and the fee are not received within the 10-day window, your recital reservation will be released and you will have to start the process over again.

5. **Perform your Pre-Recital Jury** ~ Two to four weeks prior to your recital, you should perform a pre-recital jury for your recital committee. Your private instructor will return your Pre-Recital Jury form to the front office for processing. See page 3 for further details about Pre-Recital Juries.

6. **Submit your program information** ~ Using the template provided online at [www.uh.edu/class/music/forms](http://www.uh.edu/class/music/forms), submit your program materials to recitals4msm@yahoo.com at least two weeks prior to your recital date. You will receive an email when a proof is ready to be approved by your private instructor. See page 3 for further details about programs.

7. **Complete your dress rehearsal & pick up programs** ~ Unlike your recital, there is not a monitor to unlock facilities for your dress rehearsal. You must make arrangements with your private instructor to check out keys to the necessary facilities. Your recital programs must be picked up by 4 pm on the day of your recital (on Friday for Sat-Sun recitals). If you fail to do so, they will be left in your private instructor’s mailbox.

**Recital Reservation Breakdown**

The standard recital reservation is for two hours: ½ hour to warm-up, 1 hour for performance, and ½ hour to meet the audience and exit the hall. Example: The actual timing of a recital reservation for a 6:30 weeknight performance is from 6:00-8:00 pm. Your recital guests and materials must be completely clear of the recital hall at least 30 minutes before the next recital.

**Flyers**

Students are allowed to promote their recitals around the building by posting flyers.

- Flyers must be approved and stamped by the front office, just like any other posting in the building.
- The MSM has many young people visiting our building, please keep the subject matter of flyers appropriate for all ages.
- Only post flyers to the bulletin boards and the end areas of the lockers using pushpins or masking/painters tape. Do not use scotch tape or staples.
- Flyers are never allowed on windows, doors, the stairwell, walls or any painted area of the building.
- Also, please do not post flyers on the locker doors of other students.

Any flyers found in disapproved areas will be removed and discarded without any notice to the student. Please promptly remove your flyers within three days of the completion of your recital.

**Pre-Recital Juries**

About two to four weeks before your recital, you must perform a pre-recital jury. At this time, your recital committee will decide if you are adequately prepared to present your recital. Your private instructor is
responsible for submitting a pre-recital jury approval form to the front office after the jury. Pre-Recital Juries can occur in any room on any day. They are scheduled through the front desk just like any other MSM room reservation (needing a faculty member’s signature). If you need to reserve a MSM classroom for your jury, you may submit a room request form. You do not need to visit with Chris Foster or the ticket office regarding your Pre-Recital Jury.

**Programs**

All MSM students recitals must have an official MSM program produced by the front office. Students may create and distribute program notes or supplemental materials for their recital, but are not permitted to create their own programs. The program template including instructions is found at [www.uh.edu/class/music/forms](http://www.uh.edu/class/music/forms). The instructions include a style guide to help you provide the information in the correct format. Please have your private instructor review the material before emailing it to the front desk. Program information should be emailed to recitals4msm@yahoo.com at least 2 weeks before your recital. You will receive an email when a proof is ready for pick up. Review the proof with your private instructor. The instructor must sign off on the proof before the front office will produce the program. If your private instructor is not available during the weeks prior to your recital, another professor from the same area may review the proof for approval. Your programs should be picked up no later than 4 pm on the day of your recital. The front office is closed on weekends, so programs for Saturday and Sunday should be picked up by 4 pm on Friday, otherwise they will be left in your private instructor’s mailbox. Your recital monitor will not have access to the programs and will not bring them to the recital. You must remove all undistributed programs immediately following your recital.

**Dress Rehearsals**

Most students and private teachers wish to have a dress rehearsal during the week preceding your recital. After your recital is confirmed (by returning the recital application signed by your instructor and paying the $50 fee), you may book a dress rehearsal time of 1 or 2 hours, depending on availability. Prior to October 16 and February 21, Dudley Hall and Room 160 can’t be booked for dress rehearsals during nights and weekends because they are being reserved for recital reservations. After the recital application period ends (Oct 15 and Feb 20), any unused recital times on nights and weekends will be available as dress rehearsals. Rehearsal times are extremely limited and scheduling your dress rehearsal as early as possible is always suggested.

**Equipment**

Students are responsible for the moving of any equipment to and from the recital hall. Any stands/chairs/equipment moved for the recital must be returned to its proper place immediately following the recital. The student monitors provided by the ticket office are not available to transport equipment as they have other duties during recitals. Any request for audio-visual equipment must be initiated by a faculty member through Information Technology at least a week in advance.

**Monitors**

The MSM ticket office will provide monitors for recitals in Dudley Hall and the MSM. The monitor is responsible for unlocking/locking the facilities, monitoring the card swiper (if applicable) and programs, and adjusting lights. Monitors are not responsible for moving heavy equipment (i.e. pianos), recording, or set-up/tear-down of a large group performance. Monitors do not have access to recital programs and will not bring them to the recital; students must pick up their own programs.

**Recording**

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If students wish to have their recitals recorded, they must make all arrangements including obtaining any recording equipment and having someone to make the recording. The school does not provide any recording services.

**Receptions**

Receptions are a common way for family and friends to celebrate your accomplishments, *though they are not required*. Student recital receptions are held in the Moores School of Music lobby area. During peak recital times, this means the Moores School of Music lobby will be shared by two students and their families several times per day. This is a normal occurrence. Note: Recitals held during the final time slot (8:30 weekdays/7:30 weekends) in Dudley Recital Hall are the only recitals which may use the Dudley foyer for receptions. **Recital receptions are never allowed to occur inside a classroom.**

**Having Off-Site Recitals**

On rare occasions, students are approved to have their recital in another venue on- or off-campus. The details regarding such requests must be submitted in writing and approved in advance by the school administration. Please visit Chris Foster in the front office for further information.

**Conducting Recitals**

Students pursuing a graduate degree in conducting should contact Chris Foster *at the beginning of the semester* regarding the scheduling of their recital material, whether in a single recital, or during multiple performances.

**Staff Contacts**

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Chris Foster, Graduate Advisor</td>
<td><a href="mailto:gradmusic@uh.edu">gradmusic@uh.edu</a></td>
<td>Recital Hall scheduling</td>
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<tr>
<td>Sarah Hardin, Front Desk Supervisor</td>
<td><a href="mailto:sjhardin@uh.edu">sjhardin@uh.edu</a></td>
<td>Program production</td>
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<td></td>
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<td>Non-recital Room scheduling</td>
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<tr>
<td>Jill Bays-Purtill, Box Office Manager</td>
<td><a href="mailto:lbays-purtill@uh.edu">lbays-purtill@uh.edu</a></td>
<td>Staff Monitors</td>
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<tr>
<td>Carrie Young, Undergraduate Advisor</td>
<td><a href="mailto:cyoung11@uh.edu">cyoung11@uh.edu</a></td>
<td>Undergraduate Recital Attendance</td>
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Online Forms link: [www.uh.edu/class/music/forms](http://www.uh.edu/class/music/forms)