

Recital Scheduling Packet & Lloyd Ultan Recital Hall Information

You are responsible for ALL information in this packet.

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**If you have any questions about these procedures, please contact the Recital Coordinator in Room 100 Ferguson Hall (612-626-7944) or contact the appropriate office listed below:

Student Services Office: 612-624-5740

Audio Visual Technician: 612-626-1842

Communications Specialist: 612-624-1069

Registration

The first step in planning a degree recital is registering for recital credits. If you are doing a junior recital, you must register for Mus 901; if you are doing a senior recital, you must register for Mus 951; if you are doing a D.M.A. recital, you must register for Mus 8999. Please note, M.M. recitals are averaged into the final applied lesson grade; there is no separate recital registration for M.M. students. On your recital petition, be certain to complete the "Term/Year Registered for Recital Credits" accurately. In the event that your recital is postponed or recital registration delayed, you must contact Room 100 Ferguson Hall to inform them of the change (otherwise you may not receive credit for your recital).

In addition to recital registration, as a general policy, you must be registered for lessons during the semester in which you perform your recital. This guarantees faculty supervision of the recital preparation. An exception may be made if your recital was unavoidably postponed, provided (1) you have the approval of your teacher and the Assistant Director, (2) the rescheduled recital takes place during the first two weeks of the semester, and (3) you registered for lessons during the previous semester. The registration queues often begin many weeks before a term starts, so plan ahead!

Scheduling a Recital in Lloyd Ultan Recital Hall

1) **Discuss recital plans with your teacher and assisting musicians before reserving a time for your recital**

Does your division have specific time/days reserved for recitals?

If you wish to request a time during a scheduled divisional recital or studio hour, (i.e. Voice, Piano, Winds/Brass/Percussion), you must also clear the date with the divisional recital coordinator. Talking to the divisional recital coordinator IS NOT a substitute for scheduling the recital online. YOU MUST DO BOTH.

2) **Find available time**

- Please note that degree recitals must be booked 3 weeks in advance. Non-degree recitals are not to be booked in the recital hall. See non-degree recitals section for guidelines.
- Go to the recital scheduling website: www.music.umn.edu/scheduling. Choose the Calendars link on the left side of the page. Select Ultan Hall. Use the calendar icons to the right of the date or the list of links on the top right side of the page to find an open date for your recital.

3) **Request your recital date and time**

Once you have found an available time, go to the Forms section of the recital scheduling website. Complete the Student Recital Reservation form under Lloyd Ultan Recital Hall Reservation Forms. When you are done, be sure to click the "Submit" button at the bottom of the page. Recital requests must be received at least 3 weeks in advance.

NOTE: *The procedure for scheduling classroom, conducting, composition, and off-campus recitals differs slightly from the Ultan scheduling procedure. Please see the appropriate sections of this packet for more information.*

4) **Receive confirmation via email**

You will receive an email confirmation that your request has been received, along with further information and instructions. Please note that just sending in a request does not guarantee confirmation. Requests are processed first come, first served and occasionally must be denied. Also note that requests are processed by a person, not automatically, so it may be 48 hours from submission until you receive confirmation.

5) **Submit recital petition**

Once you have received confirmation that your request has been processed, you will have seven days to complete the Student Recital Petition, get it signed by your grading committee and return it to Room 100. The petition is part of this packet and must be printed out. Please note that petitions are not considered valid until the online recital request form has been received and confirmed. See "Petition Abuse" section on page 5 of this packet for additional information.

6) **Rules for committee members**

The number of signatures required for your recital petition will depend on your degree objective. Please pay close attention to the rules listed on the next page and choose your faculty graders accordingly.

	Non-degree*	B.M. Junior Recital	B.M. Senior Recital	B.A.**	M.M./M.A.	D.M.A./Ph.D. (NOTE: Committee members MUST have grad status!)
Number of Signatures	1 (2 if in place of jury)	2	2	2	2	3
Voice	Teacher	Two members of the voice faculty	Two members of the voice faculty	Undergraduate Studies Director & teacher	Minimum of two members of the voice faculty	Minimum of three members of the voice faculty
Strings	Teacher	Two members of the string faculty	Two members of the string faculty	Undergraduate Studies Director & teacher	Minimum of two members of the string faculty	Minimum of three members of the string faculty
Winds & Percussion	Teacher	Teacher & one full-time faculty member	Teacher & one full-time faculty member	Undergraduate Studies Director & teacher	Teacher & one full-time faculty member	Teacher & two full-time faculty members
Piano	Teacher	Minimum of two piano faculty members	Minimum of two piano faculty members	Undergraduate Studies Director & teacher	Minimum of two piano faculty	Minimum of three piano faculty (minimum of two for chamber music program)
Accompanying	Teacher	N/A	N/A	N/A	Minimum of one accompanying faculty & one full-time faculty	Minimum of one accompanying faculty & two full-time faculty
Organ & Harpsichord	Teacher	Primary instructor & one additional faculty member from the keyboard division	Primary instructor & one additional faculty member from the keyboard division	Undergraduate Studies Director & teacher	Primary instructor & one additional faculty member from the keyboard division	Primary instructor & two additional faculty members from the keyboard faculty (academic co-advisor must attend and grade "project" recital)
Conducting & Composition	Advisor	N/A	N/A	N/A	Minimum of two full-time faculty members; one must be the primary instructor of your area of concentration	Minimum of three full-time faculty members; one must be the primary instructor of your area of concentration

*Use Non-Degree Recital Petition **Please note that a recital can only constitute part of the B.A. senior project.

Fees

When you submit your completed Student Recital Petition to 100 Ferguson Hall, your student account will be charged with all fees relating to your recital. Specific fee information is listed below.

- Recording (includes audio and video)*†‡ \$60**
 See section on Recordings for detailed information.
 * All graduate recitals must be recorded (NASM regulations).
 † School of Music ensemble performances are automatically recorded; therefore, no recording fees are assessed for students using these performances as recitals.
 ‡ Non degree recitals can be recorded when staff is available and within the given guidelines.
- Lobby-use Fee (for recital receptions) \$35**
 See section on Receptions for detailed information.
- Recital Staffing / Administrative Fee \$35 per hour**
 Only charged in special circumstances; i.e., if you do not request a recording but want lights and technical support or if you are requesting a recording technician within 2-3 weeks of your approved recital date. Please note specific needs in the comment section on the recital reservation form. Room 100 will contact the technical staff with the request and the technical staff will reply to you regarding available staffing. Any additional costs for staffing will be determined by the Ultan staff but will not be charged without your knowledge.
- Piano Tuning Fee \$100**
 During the course of the regular academic year, pianos are tuned on a regular basis. However, if you wish to request an additional tuning before your recital, you may do so for on-campus recitals only. The fee for the additional tuning will be charged to your student account.

Rehearsal Scheduling

- Depending on your specific degree program, you will have a specific number of hours of practice time available in the recital space, plus the hour immediately preceding your recital. The allotted disbursement of rehearsal time is as follows:

B.M. Junior	1½ hours of rehearsal	+	1 hour prior to the recital
B.M. Senior	2 hours of rehearsal	+	1 hour prior to the recital
B.A.	2 hours of rehearsal	+	1 hour prior to the recital
M.A./M.M.	2 hours of rehearsal	+	1 hour prior to the recital
Ph.D./D.M.A.	3 hours of rehearsal	+	1 hour prior to the recital

- Once your recital time is confirmed and your petition is submitted, you may book rehearsals in the recital space. To schedule a rehearsal, first find an available time using the Calendar link on the recital scheduling website (www.music.umn.edu/scheduling). Next, go to the Forms section of the scheduling website and fill out the appropriate rehearsal reservation form. You will need to submit a separate form for each rehearsal time you are requesting. You will receive an e-mail confirmation that your times have been reserved.
- When scheduling your recital, please make sure that the hour preceding your desired recital start time is also available. This hour is used for set-up of the hall by AV technicians. It is also your warm-up time in the hall. If this hour is available, it will be booked automatically for you at the same time your recital is booked.

Program Information

It is recommended that all students use University of Minnesota printing resources to produce recital programs. Please follow these step-by- step guidelines:

- 1) Access the official School of Music program template (letter sized/8 ½" x 11") online at www.music.umn.edu/students/index.php and format your program accordingly.

The program template includes:

- Composer name(s)
 - Composition title(s)/movement in order in which they will be performed
 - Composer dates; if the composer is still living, include his or her birth year
 - Names of other performers in recital and their instruments
 - Day, date, time and location of recital with your degree objective and instructor's name.
- 2) Finalize your program draft and have your instructor of record approve and initial a hard copy. It is recommended that this be done no later than four weeks prior to your recital date.
 - 3) Take your finalized/approved/initialed program draft to Laura Krider in Room 100 within normal business hours to receive signatory permission slip to print your program through the West Bank Copy Center.
 - 4) Take a hard copy of your finalized program and the School of Music signatory permission slip to the West Bank Copy Center (33 Social Science Tower, West Bank) for printing on the official School of Music program paper. It is suggested that you do so at least two weeks prior to your recital date. Note: if you do not have a permission slip from Room 100, you will have to pay for the printing of your program. Any reprinting done because of program misprints will be at your cost.
 - 5) Five copies of your finalized program on School of Music program letterhead must be submitted to Room 100 before your recital date. If your programs are not submitted, you will receive an incomplete until Room 100 receives them.

*If you are creating and printing your own programs, you may do so including all information listed in the template (see 1 above). Five copies of your finalized program must be submitted to Room 100 before your recital date, and you must include a 'Program Approval Form' located at <http://www.music.umn.edu/scheduling/ProgramApproval.pdf>

Program Quantities:

Voice recitals receive permission to print 150 programs, and all other types of degree recitals receive permission to print 85 programs. If you wish to print a larger quantity of programs, you must personally cover the cost of printing for those that exceed the number allotted by the School of Music (maximum total programs per recital is 150).

West Bank Copy Center:

West Bank Copy Center location and current hours can be found at www.printing.umn.edu. Please note: West Bank Copy

Center is the only location that carries School of Music program recital paper and that can directly invoice the School of Music. If you choose to use another copy service center, it will be at your expense and you must use School of Music recital program letterhead that is available in Room 100.

Program Notes:

Program notes, texts, and translations will be duplicated for graduate students only. To do so, please submit them in final typed, copy-ready form to Ferguson 100 at least ONE WEEK prior to your recital. These materials may be picked up from Room 100. Undergraduate students are responsible for printing any program notes, texts, and translations desired for their recital. All notes, texts, and translations should be reviewed and approved/signed by at least one faculty member prior to duplication.

For a program template that includes the School of Music logo, download the Student Recital Program Template (word) found online at <http://music.umn.edu/students>.

Access To Recital Hall

The key to the recital hall will be available to the performer in the practice room monitor station at the time when the performer is scheduled to use the recital hall. Even when the performer of one recital hands the key off to the performer of an immediately following recital, both performers must both check out and check in the key at the monitor station.

Recording

- Your recording fee of \$60 covers the recording of your recital. Currently we offer recording onto CD-R, DVD, Mini-DV, and DAT. Any combination or all of these media can be run simultaneously during your performance. A CD and a DVD will be provided. If you wish to have a recording made on DAT or mini-DV, you may provide your own tapes or purchase them from the School of Music. Your engineer will collect any tapes from you within the hour prior to your recital start time. All graduate recitals must be recorded (NASM regulations). Graduate recitals must be recorded on CD or DAT; if the recital is off-campus, you must submit the CD or DAT to Room 100. If your recording is not submitted you will receive an incomplete on your transcript.
- Any questions or special needs should be directed to ultan@umn.edu.

NOTE to undergraduate students:

If you choose NOT to have your recital recorded, there will NOT be any staff available to turn lights on and off or provide any other type of technical assistance. The doors will be unlocked by the monitor approximately 15 minutes prior to the beginning of your recital and then locked after your recital has concluded. If you want lighting or other technical assistance, you must pay the Recital Staffing Fee of \$35 per hour to have a technician available for your recital.

NOTE for non-degree recitals:

Non-degree recitals can be recorded when staff is available and within the given guidelines. See 'Non-Degree Recitals' section for more information.

Recital Attire

Check with your instructor as to appropriate dress for your recital.

Receptions

Reception space is available in the Ferguson Lobby if you give a recital in the Lloyd Ultan Recital Hall or a Ferguson Hall classroom. You should reserve the lobby at the time you reserve your performance space. Remember that you are not guaranteed use of the lobby until staff in the Student Services Office has confirmed it and the lobby-use fee (\$35) has been charged to your student account. Unless otherwise indicated, two 6' x 2.5' tables will be provided. You are responsible for cleaning the reception area after the reception is over. **DO NOT LEAVE TRASH OR ANY OTHER ITEMS BEHIND.** Please note: alcohol is absolutely prohibited on University of Minnesota property. If a university staff member observes alcohol at your recital reception, your account will be charged \$100 for the first offense and \$250 for all subsequent offenses.

Grading Forms

Student Services staff will provide grading forms to your committee members during the week of your recital. If your committee members have not received their grading form by the day of your recital, direct them to the Student Services Office. It is the responsibility of faculty members to return completed grading forms to the Student Services Office (Ferguson 100). You will be given an incomplete on your transcript if all faculty listed on your Student Recital Petition do not submit their individual grading forms before the end of the term.

The completion of the Student Recital Petition is necessary to ensure that you have been properly charged for any recordings/receptions and to verify that your recital graders will attend (or listen to a recording of) your recital. If your recital petition has not been submitted to 100 Ferguson prior to the recital, any grades submitted will not be counted and the recital will need to be rescheduled.

Recital Petition Abuse

Please note: room 100 retains the right to cancel your recital if your petition has not been submitted by the due date. However, failure to submit a petition is NOT a substitute for filling out the online cancellation form! You MUST fill out the online cancellation form to officially cancel your recital. See below for more information.

Non-Degree Recitals

Non-Degree recitals must be booked 3-6 weeks prior to the recital. Non-Degree recitals can take place in a Ferguson Classroom (room 90, 225, etc), but CANNOT be booked in Lloyd Ultan Recital Hall. The only exception to this policy is if the recital takes place during a regularly-scheduled recital hour and carries permission of the division head.

Recording may be requested if the non-degree recital is scheduled within the 3-6 weeks prior to the recital guideline. Staffing is not guaranteed if you schedule your recital in 2-3 weeks prior to the recital date. Room 100 will contact the technical staff with the request, and the technical staff will reply to you when a decision is made. If you schedule your recital within one week of the recital, no recording will be available under any circumstance.

Classrooms

Follow the procedure below for "Recitals in Classrooms" to book your recital. Once you have booked your classroom recital, please submit your Non-Degree Recital Petition (found at the end of this packet) to Room 100. Non degree recitals can be recorded when staff is available. For more information, contact the technical staff at ultan@umn.edu.

Recitals Not Utilizing Lloyd Ultan Recital Hall

Recitals in Classrooms

The procedure for scheduling a degree or non-degree recital in a Ferguson Hall classroom is similar to the procedure for degree recital scheduling a recital in the Lloyd Ultan Recital Hall. Please follow the steps listed below.

- 1) Check for room availability online.** Go to the recital scheduling website, www.music.umn.edu/scheduling. Click on the Calendars link and select Ferguson Hall. On the drop-down menu, choose "Music." On the calendar, use the arrows to scroll from month to month, and click on the specific date you would like to view. Scroll down to view availability for the space you wish to use (Room 90, Room 225, etc.).
- 2) Submit recital request.** Once you have found an available time for your recital, submit an online request to reserve the space you would like to use. Go to the Forms section of the recital scheduling website. Choose the Student Recital Reservation form under Ferguson Hall Classroom Reservation Forms. Complete the form in its entirety. When you are done, make sure to use the "Submit" button at the bottom of the page.
- 3) Receive confirmation via email.** Once Room 100 verifies the classroom you requested is available for your recital, you will receive an email confirmation.
- 4) Complete the recital petition within one week of the online submission.** Be sure to complete the appropriate petition: degree or non-degree. Please note on the form the room in which your recital is to occur.
- 5) Once your recital time is confirmed and your petition is submitted, you may reserve rehearsal time.** The amount of rehearsal time that you are allotted is outlined in the "Rehearsal Scheduling" section of this packet. To schedule your rehearsal, find an available time using the Calendar link on the recital scheduling website. Once you have found an open time, please complete and submit the classroom rehearsal form found in the Forms section of the website. You will need to fill out a rehearsal form for each rehearsal time you would like to reserve. You will receive an email confirmation that your times have been reserved. To ensure that you have the hour prior to your recital, please be certain that the requested space is available before you make your initial recital reservation.

Audio recording services are available for classroom recitals at the same price as Ultan Recital Hall; however, video documentation is NOT available in classrooms.

Please refer to the Receptions section for information regarding recital receptions.

Off-Campus Recitals

Off-campus recitals should be scheduled via the web just like on-campus recitals. Once you have set your recital day, date, and time, and confirmed your location, go to the scheduling website (www.music.umn.edu/scheduling) and fill

out the Student Recital Reservation form under Off-Campus Reservation Forms. By doing this you will ensure that your recital is publicized and that you receive credit for it. Once you fill out the online request, you will need to complete a Student Recital Petition (found at the end of this packet). The petition notifies the Student Services Office to prepare and distribute grading forms to your committee members.

The School of Music does offer recording services for off-campus recitals in certain circumstances (i.e. choral conducting recitals that must take place off campus). Please see the Assistant Director to discuss your off-campus recital and any recording options.

Conducting/Composition Recitals

1) Determine with your advisor(s) a time and place for your recital

- Most conducting recitals utilize ensembles already established in the School of Music. Because of this, scheduling is often decided one or more semesters in advance. Meet with your advisor one semester before your recital to determine a specific date for your event.
- If you are not using a University of Minnesota ensemble, your advisor must confirm that he/she is able to attend and grade your recital, and must approve the ensemble you intend to use.

2) Complete an online request form (only if you are NOT using a SOM ensemble)

- When your recital date and time are established, you must complete an online request form. This form can be found at www.music.umn.edu/scheduling. If the recital is not going to be in Lloyd Ultan Recital Hall or Ted Mann Concert Hall, complete the request using the Student Recital Reservation form under Off-Campus Reservation Forms. If the recital is going to be on-campus, Ultan/Ted Mann has probably been reserved already through the campus ensemble that you are utilizing; be certain that it has before you proceed further.
- You will receive an email confirmation after the request has been received along with further information and instructions.

3) Submit Recital Petition

- Once you have received confirmation that your request has been processed, you will have seven days in which to have the Student Recital Petition completed, signed by all appropriate individuals, and returned to Student Services (Room 100). The petition is part of this packet and must be printed out.
- All rules and regulations regarding the Recital Petition are applicable to Conducting/Composition degree recitals. Please review the rules for committee membership listed on page 2 of this packet.

4) Fees and Recording

- **On-Campus:** If you are using a School of Music ensemble performance as your recital, you will not be charged the usual recording fee, as those events are automatically recorded.
- **Off-Campus:** Please see the Assistant Director to discuss your off-campus recital and any applicable fees.

5) Reserve Practice Time

- You are eligible for the same amount of rehearsal time allotted to other students performing recitals. Please review these terms in the previous section of this packet. If you are NOT giving a recital in Ultan, you CANNOT use the space for rehearsal.
- Any additional practice time is to be planned in collaboration with your primary instructor and the instructor of the on-campus group that you are using for your recital (if applicable).
- You are free to organize your own rehearsal schedule for recitals with off-campus ensembles.

6) Access to Recital Halls

The key to the recital hall will be available to the performer in the practice room monitor station at the time when the performer is scheduled to use the recital hall. Even when the performer of one recital hands the key off to the performer of an immediately following recital, both performers must both check out and check in the key at the monitor station.

7) Programs

Please refer to the "Program Information" section of this packet.

Special Recital Circumstances

If you are performing a joint recital, please follow the standard procedure for booking your recital online. **Each performer who intends to use the recital toward their degree needs to fill out a recital petition.** Recital fees will only be charged to one student account; all of the performers involved must determine among themselves how to divide the fees. Rehearsal time will be allotted depending on the degree programs of the collaborators involved; the most advanced degree in the collaboration will determine the amount of rehearsal time allotted (i.e. if an M.M. student and a D.M.A. student are doing a joint recital, they would be allowed to book 3 hours of rehearsal time, as that is the amount of rehearsal time allotted to a D.M.A. student).

• Using an Opera Role as a Recital

- 1) The D.M.A. student's teacher will determine the validity of the student's request after consultation with the Opera Director or Conductor and the full voice faculty. Length of the role, difficulty of the repertoire and amount of rehearsal time will be determining factors in the decision.
- 2) The student must make this request in writing and register for recital credit before (or at the very beginning) of the semester in which the role is to be performed. Failure to do so will result in the stage performance not being counted in lieu of a recital. No exceptions will be made on this provision and no retroactive action taken after a performance has been sung.
- 3) Submit a recital petition, noting that the 'recital date' is an opera performance.

• University of Minnesota Concerto Competition

If you win the University of Minnesota Concerto Competition, you may count the performance as a degree recital with advisor, division, and department approval. You must submit a Student Recital Petition to Room 100 for any grades submitted for the performance to be considered valid.

• Fall Recitals

If you perform a degree recital during fall semester, you will have your choice of one of the three options listed below (please indicate in the comments field of the online request form which option you would prefer):

- 1) Free lobby rental for post-recital reception
- 2) Extra hour of rehearsal time in recital location
- 3) Early booking of recital (can book fall recital in previous spring or summer)

Cancellation/Rescheduling Procedures

1) Cancelled Recitals

- All cancellations must be done via the recital scheduling website. Go to the Forms section of the website and select the same form you chose when initially requesting your recital. Under "Type of Request," choose "Cancellation" and complete the rest of the form. This is the **ONLY** way that your recital will be officially cancelled.
- *Please note that you are responsible for informing your recital committee of the cancellation.*
- Once your recital has been officially cancelled, your student account will be charged the appropriate cancellation fees. See below for specific information.
 - If your recital is cancelled more than 21 days in advance, no cancellation fee will be assessed, and a full refund of all recital fees will be credited to your account.
 - If your recital cancellation occurs 21 to 8 days prior to the scheduled recital, a \$75 fee will be charged to your student account. Your recording and reception fees will be refunded.
 - If cancellation occurs 7 days or fewer prior to the scheduled recital, a \$150 fee will be charged to your student account. Your recording fee will be refunded; your reception fee will **NOT** be refunded.
- *Please note that non-degree, classroom, and off-campus recitals are subject to the same cancellation fees as degree recitals.*
- The **ONLY** exception to the cancellation fee is a valid medical or family emergency; therefore, please plan your recital very carefully. Cancellation fee waiver forms can be obtained in 100 Ferguson or online under 'Supplemental Recital Forms' and, upon completion, should be submitted to the Assistant Director.

2) Rescheduled Recitals

- As with cancellations, rescheduling must be done via the recital scheduling website. Go to the Forms section of the website and select the same form you chose when initially requesting your recital. Under "Type of Request," choose "Change" and complete the rest of the form.
- The same fees apply to rescheduled recitals as cancelled recitals. Please refer to the above section on cancelled recitals for more information.
- You will need to fill out a new Student Recital Petition form if you have rescheduled your recital. This is to ensure

Q: What do I get for the \$35 lobby-use fee?

A: You will receive use of Ferguson lobby after your recital and the use of two 6' x 2.5' tables. Your friends/family may use the lobby during your recital for set up if they wish. You must provide any other equipment or amenities.

Q: I submitted my request over a week ago and I have not received a confirmation, what should I do?

A: There may be an occasional delay due to circumstances beyond staff control. If you do not receive confirmation within 48 hours, immediately contact the Student Services Office.

Q: My committee members are out of town, how can I get the petition in on time?

A: On rare occasion we allow longer than 7 days for a student to turn in a petition. If one of your committee members is ill or out of town for an extended period of time, please contact the Student Services Office and we will extend your deadline or make alternate arrangements. Please note, an electronic signature may also be accepted.

Q: Do I have to have my recital recorded?

A: If you are an M.M. or D.M.A. student, yes, you must have any degree recital recorded. This is a requirement of the School of Music's accreditation agency, NASM (National Association of Schools of Music). You are not required to have your recital recorded by a School of Music technician, but it is highly encouraged.

For all other recitals (undergraduate and non-degree), you have the option to have your recital recorded. If you choose not to have your recital recorded but would still like a technician to help with stage setup and/or other technical assistance (slide projector, etc) you will need to pay the Recital Staffing Fee (\$35 per hour). Keep in mind that if you choose to not have your recital recorded or staffed, you will not receive any technical assistance on the day of your recital, including lighting.

Q: If I do a recital in Room 90 or Room 225, can it be recorded?

A: Yes, recording on the audio media types DAT and CD-R is available for either room. (Recitals in classrooms cannot be videotaped, however.) Please note that there is only one audio cart available for the recording of classroom recitals. If multiple classroom recitals are taking place simultaneously, the first recital scheduled will be given first priority for recording.

Q: I only need two committee members, why does the online reservation form make me enter three?

A: The online reservation form is set up to ensure that students at all levels will enter committee member names. If you are doing a non-degree, B.M. or M.M. recital, leave the name fields not required for your degree blank.

Q: My recital is not on the SOM monitor.

A: The information from this monitor comes from the web request system. If you are giving a recital off-campus or a recital during a divisional recital hour, make sure you have requested the recital online and/or turned in the Student Recital Petition. If you have followed the proper procedure and your recital still does not appear on the monitor, please contact the Communications Specialist in Room 200A to solve the problem.

Q: My recital is off-campus, do I need to fill out a petition?

A: Yes! To ensure that your committee members receive their grading forms and that your recital is properly publicized, you need to fill out the same Student Recital Petition as the students who give their recitals on-campus. The petition form can be found at the end of this packet and must be printed out.

Q: My recital is a non-degree recital, what do I need to do?

A: Non-degree recitals can be given in Room 90 or Room 225. Follow the procedure for scheduling recitals in classrooms to book your recital. Your non-degree recital must be booked 3-6 weeks prior to the recital date. For any non-degree recital, turn in a Non-Degree Recital Petition (form attached to this packet). Turning in the petition will ensure that your time slot is reserved and that your recital date/time appear on the SOM monitors. See the section on non-degree recitals for more information.

Q: Where do I turn in my program and program notes?

A1: Contact the Communications Specialist, Jenny Schmitt, for further instruction after referring to the Program Information section.

A2: Graduate students interested in program notes, texts, and translations may have them duplicated by submitting them in final typed, copy-read form to Ferguson 100 at least ONE WEEK prior to your recital.

Q: When do I receive a grade for my recital?

A: You will not receive a grade for your recital until all materials have been submitted and processed by the Student Services Staff. The items that must be received include:

- 1) 5 copies of your recital program, one with your applied lesson instructor's signature.
- 2) Grade reports from each person listed on your Recital Petition
- 3) A CD or DAT recording of your recital if you are a graduate student and your recital was not recorded by a School of Music recording engineer.

When these items are received, your grade will be processed and posted to your transcripts for the appropriately specified semester.

SAMPLE PROGRAM: Should be Submitted in This Format

Day, Date, Year time p.m. Location

Program classification (if any. Eg. Chamber Recital, Doctoral Degree Recital)

Featured Name or Concert Title

Additional Name/accompanist, instrument

Additional Name/accompanist, instrument

Etc.

Composer
(dates)
(arr. If any)

Title (date of piece, if any)
Movement
Movement
etc.
Accompanist/Soloist, instrument
Accompanist/Soloist, instrument

Composer
(dates)
(arr. If any)

Title (date of piece, if any)
Movement
Movement
etc.
Accompanist/Soloist, instrument
Accompanist/Soloist, instrument

INTERMISSION

Composer
(dates)
(arr. If any)

Title (date of piece, if any)
Movement
Movement
etc.
Accompanist/Soloist, instrument
Accompanist/Soloist, instrument

Composer
(dates)
(arr. If any)

Title (date of piece, if any)
Movement
Movement
etc.
Accompanist/Soloist, instrument
Accompanist/Soloist, instrument

Small Print (This recital is presented in fulfillment of requirements for the degree ... in ... at the University of Minnesota.
X is a student of....)

Lloyd Ultan Recital Hall

Rules for Use

- **Please lock the room, turn out the lights, and return the key** to the monitor station after use. The monitor station is responsible for providing access to the next person scheduled in the hall. Do not give the key to the next person, or leave the key in the hall.
- **Recover the piano** when you are finished using the hall. Pianos must be covered when not in use or when being moved around the hall. **The piano(s) must remain plugged in at ALL TIMES** to stay properly humidified. If the piano(s) is moved for any reason, be certain to plug it in again after it is moved.
- **If you need the stage cleared** for your performance, you must make arrangements to have a piano moved into the hallway. To make arrangements, contact the technical staff at ultan@umn.edu prior to your event. If you will be personally moving the piano, always closer the piano lid.
- **Reset stage when finished.** Ultan stage should have 1 piano, 1 stand, and 1 chair on stage at all times. Please remove all extra chairs and stands from stage when you are finished using the hall. Also, please pick up all bottles, cups and trash (reeds) in the hall and the Green Room.
- **If someone is using the hall after your recital**, please remove all personal items before going to a reception in the lobby.
- **Collect programs from upper door.** If the programs are not collected, they will be disposed of by the next morning.
- **NO FOOD OR DRINK** is allowed in Ultan at any time.
- ***Do NOT leave the doors propped open for any reason!***

VIOLATION OF THE ABOVE POLICIES WILL RESULT IN THE FOLLOWING:

- First Offense:** A letter will be sent to you AND your faculty advisor/studio instructor and will be placed in your file.
- Second Offense:** A letter will be sent to you AND your faculty advisor/studio instructor and will be placed in your file. In addition, a \$50.00 charge will appear on your account
- Third Offense:** You will no longer be permitted to use the Lloyd Ultan Recital Hall for either rehearsals or performances.

Student Degree Recital Petition

Once you have received your email from scheduling indicating confirmation of your recital request, you have **7 days** to complete this form, obtain the required signatures, and return it to the Student Services Office (100 Ferguson). Please note, an electronic signature may also be accepted.

Recital Information	
Name	ID Number
E-mail Address	Current Telephone
Applied Teacher	
Term/Year Registered for Recital Credits (ignore if MM or MA)	
Degree Program:	
<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> M.M. <input type="checkbox"/> M.A. <input type="checkbox"/> D.M.A. <input type="checkbox"/> Ph.D	
I have booked my recital online by sending a request form to recreq@umn.edu	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Confirmed Recital Date	Confirmed Recital Time
Location (Lloyd Ultan Recital Hall, Room 225, Other)	
On the reservation I have requested the following (note: if you are a graduate student, you MUST have your recital recorded)	
Recording: <input type="checkbox"/> None <input type="checkbox"/> Audio & Video (\$60)	Check All That Apply: <input type="checkbox"/> CD-R <input type="checkbox"/> DAT
Reception: <input type="checkbox"/> None <input type="checkbox"/> Lobby (\$35)	<input type="checkbox"/> DVD (Ultan Only) <input type="checkbox"/> Mini DV (Ultan Only)

Committee Names and Signatures

A minimum of two signatures is required for a B.M. junior recital, a B.M. senior recital, a B.A. recital or a M.M. recital; three signatures are required for a D.M.A. recital

Note to Faculty: By signing below, you agree to serve as a grader for this recital.

Committee Chair (your teacher)—**PRINT NAME**

SIGNATURE

Committee Member—**PRINT NAME**

SIGNATURE

Committee Member—**PRINT NAME**

SIGNATURE

Signature

By signing below, I acknowledge that I have received a Recital Packet and understand I am responsible for all contents of the packet, including fees, timelines and committee membership rules.

Received in Ferguson Room 100: Date:

By:

Amt Charged:

***This petition form is for NON-DEGREE recitals ONLY**

Student Non-Degree Recital Petition

Once you have received your email from scheduling indicating confirmation of your recital request, you have **7 days** to complete this form, obtain the required signatures, and return it to the Student Services Office (100 Ferguson). Please note, an electronic signature may also be accepted.

Recital Information	
Name	ID Number
E-mail Address	Current Telephone
Applied Teacher	
I have booked my recital online by sending a request form to recreq@umn.edu	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Confirmed Recital Date	Confirmed Recital Time
Location (Lloyd Ultan Recital Hall, Room 225, Other)	
On the reservation I have requested the following	
Recording: <input type="checkbox"/> None <input type="checkbox"/> Audio & Video (\$60) Reception: <input type="checkbox"/> None <input type="checkbox"/> Lobby (\$35)	Check All That Apply: <input type="checkbox"/> CD-R <input type="checkbox"/> DAT <input type="checkbox"/> DVD (Ultan Only) <input type="checkbox"/> Mini DV (Ultan Only)

Applied Teacher Name and Signature	
_____	_____
PRINT NAME	SIGNATURE
	*
_____	_____
PRINT NAME	SIGNATURE
* If recital is to count as jury exemption, must have second faculty signature	

Signature
By signing below, I acknowledge that I have received a Recital Packet and understand I am responsible for all contents of the packet, including fees and timelines.

Received in Ferguson Room 100: Date: _____	By: _____	Amt Charged: _____
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