

Penn State School of Music

Recital Policies and Procedures

The Penn State School of Music is committed to presenting top-quality concerts and recitals from faculty, students, and outside groups. This document contains guidelines that have been adopted to address the needs of performers. Performances held in Eisenhower and Schwab Auditoriums are subject to the policies and procedures of the Center for the Performing Arts.

RECITAL/CONCERT SCHEDULING

Recitals/Concerts for the upcoming year can be reserved in spring semester, following a sign-up schedule announced by the Recital Manager. Sign-up will be done according to the following priority list:

- Bands, Choirs, Opera, Orchestras and Ensembles
- Faculty/Guest Artists
- Grad Students
- Senior required recitals
- Junior required recitals
- Additional School of Music recitals
- School of Music non-required and lecture recitals

Beginning June 1, non School of Music events may be scheduled. Earlier sign-up requires approval of the director of the School of Music.

Requesting your recital date and venue:

- Go to <http://www.music.psu.edu>, click **Schedules, Forms, and Templates**.
- Check the Concert Calendar and the Current Room Schedule for available dates.
- To request a date and venue, see the Recital Manager at least one month prior to the recital. The Recital Manager will put a hold on the requested date and time. It is your responsibility to make sure that your applied teacher, committee members and any other people involved with your recital are available for the date you are requesting. Recital dates/times may not be traded or changed without consultation between the applied teacher and recital manager.
- The electronic forms (Recital Planning Form, Tuning Request Form and Program) should then be submitted for **all events after the date and venue are approved by the applied instructor and Recital Manager**. This info is forwarded to other venues. Please submit this information at least two weeks before your recital date. Once the recital is confirmed, follow the steps described on the Recital Checklist which is online.

RECITAL TIMES

Recitals are normally held in Esber Recital Hall at the following times:

Monday-Thursday	8:00 p.m.
Friday	5:00 p.m., 8:00 p.m.
Saturday and Sunday	1:00 p.m., 4:00 p.m., 8:00 p.m.

Recitals should not be scheduled after the last day of classes because of university policy regarding student activities and insurance coverage.

REHEARSALS

- Rehearsal times for all venues except classrooms must be scheduled with the Recital Manager and are limited to two hours per recital with exception of piano faculty and keyboard majors. Times are based on availability.
- Rehearsal times for classrooms can be scheduled with the scheduling staff assistant in 233 Music Building I.
- It is your responsibility to clear the stage after your rehearsal. Please end your rehearsal early enough to clear the stage and exit the hall when your scheduled time ends.
- There should be no food or beverages in Esber Hall except for bottled water.
- Please clear the stage, lock all doors and turn out the lights when finished.
- Warm-up prior to curtain is available in the hall one (1) hour prior to the performance. Stagehands will open the house once the performer is ready, but no later than 15 minutes prior to curtain time. Once the house is open, performers may continue warm-up in the Green Room.
- Rehearsal times are based on availability. Dress rehearsal times will be scheduled by the Recital Manager.

VENUE SELECTION AND FEES

- The following venues are free for School of Music events:
Esber Recital Hall in Music Building I
Classrooms 128 and 122 in Music Building II
Classroom 110 in Music Building I
Downtown Theatre (Citizens Bank Theatre)
- The following venues charge a fee:
Eisenhower and Schwab Auditorium with Center for the Performing Arts
Pasquerilla Spiritual Center's Eisenhower Chapel and Worship Hall
 Any applicable fees for venues are the responsibility of the performer unless other arrangements have been made with the director of the School of Music. The Recital Manager will inform you of the expected fee; however, fees are not under the control of the School of Music and are subject to change.

CANCELLATIONS

- Please inform your applied instructor, the Recital Manager and/or staff assistant of cancellations at once. The change will be made on the Concert Calendar, and for late cancellations as a courtesy to patrons, please arrange signs to be posted at the venue location indicating the cancellation.
- If you cancel, you are not guaranteed a new recital times the same semester.
- Any cancellation costs are your responsibility.

- Students with recitals scheduled in Esber Recital Hall who cancel within 72 hours of performance will be responsible for all fees including the cost of stagehands and other production costs incurred for the cancelled event. For recitals in other venues, students will be responsible for any facilities charges that are incurred for the cancelled event.

PROGRAM PROCEDURES UPDATED 1/28/09

1. Program information must be submitted at least ten working days prior to the performance date. The School of Music assumes no responsibility for difficulties incurred as a result of late program submissions.
2. A set of program templates can be found online on the Schedules and Forms page, as well as the CRAM Guide for Grammar.
3. Download the template that is applicable for your recital and enter your program information. To eliminate errors, it is recommended that text be entered into templates, checking for accurate spelling and grammar.
4. Rename the program with your name (JohnSmith.doc) and send it to Camille Selden, who will prepare a program draft.
5. For complicated programs or if you are having difficulty using the template, program information may also be submitted via word document. If you need assistance or have questions, please contact Camille Selden no later than ten working days before the concert.
6. When a program draft is ready for proofing, the student or faculty member will be emailed.
 - a. Faculty programs will be placed in the faculty member's mailbox.
 - b. Student programs will be available in the main office.
7. Program drafts must be approved by the faculty member before programs will be copied.
8. If your program requires graphics, see the staff assistant for further directions.
9. Five programs will be placed in the applied faculty or ensemble director's mailbox in room 235 Music Building I for each event.
10. Programs for Esber Recital Hall concerts will be placed back stage right (Stage Right is the door closest to Room 115 Music Building I) and will be available from the stagehands one hour before the performance.
11. For other venues, programs must be picked up from the staff assistant in 233 Music Building I and taken to the venue.

EMAIL NOTIFICATION AND THE ELECTRONIC SUBMISSION REPORT

- An email will be sent from the Music Event Planner to performers 0, 3, 7, 14 and 30 days in advance reminding them to submit the Stage Planning Form, Keyboard Request Form, and Program.
- An Electronic Submission Report, showing what has been submitted, will also be posted inside Esber Recital Hall for the stagehands weekly.

KEYBOARD SELECTION

- The keyboard request form must be submitted for all recitals regardless of whether a piano will be used. The keyboard request form must be submitted at least two weeks prior to the performance. Faculty, guest artists and piano majors will use

the Steinway piano for their recital, but everyone else should use the Bosendorfer piano. Check the Music Event Planner to find out the piano chosen for your recital.

- Use of the pipe organ in Esber Recital Hall is limited to an approved list of accompanists found on the Keyboard Request Form.
- Requests for harpsichord or organ use must be made at least 30 days before the performance date with the name of the accompanist made known using the Keyboard Request Form.

RECORDING

- Recording of students recitals is optional. Performers must make arrangements for recording their recital and payment of the appropriate fee, as described in the Recital Preparation form.
- Recording equipment is to be used only by approved individuals. A list of qualified recording engineers may be found online.

EQUIPMENT

- Thirty-five black chairs and ten music stands are available in Esber Recital Hall.
- Any sound production or electronic requirements should be made known to our staff at least four weeks in advance.
- The information from the Recital Planning Form will be sent to Pasquerilla Spiritual Center for events there. This includes number of chairs and stands for your recital. We will also inform them of piano use or not. With this information, you don't need to take equipment there. This includes Bach's Lunch and other recitals scheduled there.

STAGEHANDS

- Stagehands come from the Center for the Performing Arts and are scheduled by the Recital Manager.
- The stagehands will open the hall, set the lighting, curtains and unlock the doors. Stagehands can also assist with setup of pieces performed.
- It is the responsibility of the performer to provide setup diagrams one hour prior to curtain time to the stagehands. Explain any other special needs to stagehands.
- If stagehands do not show up for your event, it is the responsibility of yours or your applied instructor to find someone to stagehand or go without.
- Stagehands are not provided for venues other than Esber Recital Hall.

TICKETING

Most School of Music events are free and open to the public. For our ticketed events, tickets are available one hour before the performance at the door. The Recital Manager handles Esber inhouse ticketing. Events in Eisenhower, Schwab Auditorium or the Downtown Theatre are ticketed by the Center for the Performing Arts.

Recital Receptions

Students who hold post-event receptions are responsible for cleaning up the lobby or room afterwards. Alcoholic beverages and open flames (candles) are not permitted on campus.

*This final version of the Recital Policies and Procedures was presented at the faculty meeting 1/16/06 and approved 2/17/06. It was updated 2/9/09.