

GUIDELINES/CHECKLIST FOR STUDENT DEGREE RECITAL

The School of Music, in cooperation with Performance Facilities, is happy to work with you towards completion of your degree recital. The following is a checklist of items to help ensure a successful completion of your recital.

- ☐ Have your **Professor email Jan Ives** (School of Music Advisor) at janet.ives@wichita.edu granting permission to enroll in the appropriate degree recital.
 - Performance Facilities will be provided a list of students enrolled for degree recitals.
Students not showing enrollment in the appropriate degree recital will not be allowed to schedule.
- ☐ **Confirm with your Professor possible dates** for your recital and discuss committee members.
- ☐ **Meet with Performance Facilities to schedule** recital date & dress rehearsal. The Performance Facilities Business Office is located in DFAC Room C-131 (at south building entrance by the Box Office) or 978-3587.
 - **Junior and Senior degree recital times are every Tuesday, Wednesday & Thursday from 1:30-2:20 pm and may be scheduled in either Wiedemann Hall or Miller Concert Hall.**
 - The School of Music will pay the labor & facility costs of a degree recital performed at these times.
Any undergraduate student scheduling a Junior or Senior degree recital in the evening or on weekend will be assessed a \$150 fee.
 - A Graduate degree recital may be scheduled outside of these designated times based upon hall availability and as long as it is within the policies of the School of Music.
 - Students are allowed up to 4 hours of rehearsal time **if the hall is available**. It is suggested that the rehearsals be split into two hour blocks if all four hours are requested.
 - Only one rehearsal designated as a dress rehearsal will be staffed by stage personnel.
 - Any other rehearsals will require your faculty sponsor to check out a key from Performance Facilities and be present during these rehearsals.
- ☐ **Complete Technical Worksheet** in full, which you will receive when scheduling your recital.
 - This form must be returned to Performance Facilities **no later than 3 weeks prior to your dress rehearsal**. *Failure to return this form by the due date could put your recital at risk of being cancelled.*
 - If you elect to have your recital audio recorded, you are responsible for payment of a recording charge of \$70.00 plus tax which is due to Performance Facilities one week prior to your recital performance.
 - Costs will include all recording labor, fees and one Master CD.
 - Additional CD copies may be ordered at the cost of a standard CD copy.
 - If payment for recording is not received one week prior to your recital, the recording cost will increase to \$80.00 plus tax.
 - Recordings will not be released until payment has been made.
- ☐ All **program information must be provided in electronic format** to Milissa Hawkins milissa.hawkins@wichita.edu in the School of Music **no later than 3 weeks prior to your recital performance**.
 - You will receive a response email from Milissa indicating she has received your program information.
 - If you do not receive a confirmation email from Milissa within 3 business days, you should follow-up with her assuming she did not receive your email with program information.
- ☐ If you require use of a Piano or Harpsichord, you must contact Milissa Hawkins who coordinates with the Piano Technician at 978-6431 or milissa.hawkins@wichita.edu.
- ☐ If you wish to use the Grand Marcussen Organ, you must be given permission by the Organ Professor (Lynne Davis) at 978-6218 or lynne.davis@wichita.edu. This is to ensure the safety and security of the instrument.

Name & Student ID: _____

College Level (Jr/Sr/Grad): _____

Discipline: _____
 (Voice: Soprano, Tenor, etc.; Instrumental: Trombone, Flute, etc.)

Address: _____

Telephone: _____

Email: _____

Instructor: _____

Your scheduled reservations are noted below:

For Office Use Only	
Recital Date/Time:	_____
Dress Rehearsal Date/Time:	_____
Other Rehearsal Date(s):	_____

LOCATION: ☐ Wiedemann Hall ☐ Miller Concert Hall

PLEASE NOTE THE FOLLOWING:

- If you must reschedule your recital, you may do so **one** time without incurring an Administrative Fee of **\$50.00**. Subsequently, the \$50.00 fee will be assessed for each schedule change. This fee will not be assessed for dress rehearsals, but rescheduling rehearsals is strongly discouraged.
- CANCELLATIONS: Performance Facilities must be advised of a recital cancellation no later than **one week** prior to the scheduled dress rehearsal. Failure to do so will result in a cancellation fee of \$75 billed directly to the student.
- DUE DATE FOR TECH WORKSHEET TO BE RETURNED: _____

I have received and read the Guidelines/Checklist for Student Degree Recitals. I understand and agree to the requirements stated within those guidelines and to the rescheduling and cancellation policies defined above.

Signature: _____

Printed Signature: _____

ACKNOWLEDGED BY: _____