

STUDENT RECITAL INFORMATION

University of Illinois School of Music Events recitals@music.uiuc.edu

- SCHEDULING** Print & complete a Recital Request Form, online at: www.music.illinois.edu/facilities.php. Obtain the necessary approval signatures, and return the form to Paul Redman's office, Rm 3038 MB for the final signature (**required for all recitals**).
- OPTIONAL RECITAL** Optional (non-degree) recitals may be pre-empted up to three weeks before recital. Optional recitals may not take place after November 15 (fall semester) or March 15 (spring semester).
- REHEARSAL** Two hours per recital may be scheduled up to 30 days prior to the recital. To do so, check the room calendar for availability; then, submit your request by email to: reserveahall@music.uiuc.edu.
- KEYS** Take the acknowledgement email from Music Events to Sandy Horn in Rm 3062 Music Bldg (Mon-Fri 8:30-12pm, 12:30-4:30pm) to obtain piano/room keys. Promptly return keys to Sandy Horn after the recital. Keys will be needed for: pianos in Smith Recital Hall, Smith Memorial Room, & the Music Building Auditorium. A room key may be needed for Smith Memorial Room, Room 25 in Smith Music Hall, & the Music Building Auditorium.
- AUDIO SERVICES** Audio Services Request Forms are online at: www.music.uiuc.edu/facilities.php Return the completed form to Rex Anderson's mailbox (MB) **at least three weeks prior to the recital**. Services include: concert/recital/session recording, sound reinforcement, CD playback, CD duplication. For more information, contact Rex Anderson (244-2666 or rdanders@uiuc.edu). *It is the performer's responsibility to notify Rex Anderson if a recital is rescheduled.*
- MULTI-MEDIA** Contact Chad Wahls cwahls@uiuc.edu **at least three weeks** prior to your recital so that arrangements and training (if necessary) can be scheduled.
- PROGRAMS** Submit program online at: www.music.uiuc.edu/program. Create an account; after confirming your email address, your account will become active. Before submitting, preview your program and check for accuracy. When it is complete, submit & print a copy and obtain applied faculty member's signature. Return signed recital program to Nancy Boaz (Room 3014 MB) at least 2 weeks in advance of your scheduled recital. Delay in submitting a signed program will jeopardize programs being printed. Printed programs will be delivered to recital site and set out for distribution by a stage crew member.
- PUBLICITY** Information about recitals is available at www.music.uiuc.edu/calendar.
- STAGE CREW** One stage crew member is assigned to each recital by the Stage Crew Manager: stagecrew@music.uiuc.edu. All recital halls are equipped with the following: one piano, one piano bench, and up to 5 chairs and 5 stands. Notify the Stage Crew Manager **at least three weeks in advance** if risers, harpsichord, tables, podium, extra stands/chairs, etc., are needed.
- Harpsichord requests:** you must contact Prof Mattax (211 Smith Hall, 333-6457, mattax@uiuc.edu) for permission and the stage crew manager at stagecrew@music.uiuc.edu to move the harpsichord. Requests must be made at least three weeks before the scheduled recital.
- Contact the stage crew manager if a harpsichord or more than one piano is needed for a recital. Also contact John Minor (jminor@illinois.edu) **at least three weeks in advance** so that arrangements may be made for these instruments to be tuned.
- CANCEL/ RESCHEDULE** If canceling a student recital, the applied faculty member must send an email to recitals@music.uiuc.edu indicating their approval of the recital being canceled. Please notify the Music Events Office as soon as possible so that the space may be released. Please be sure to review the Cancellation Policy addressed in acknowledgement email as you may incur fees associated with cancellation. To reschedule a recital, follow the original procedures for scheduling recitals.