

# INSTRUCTIONS FOR RESERVING A PERFORMANCE HALL

## **TO RESERVE A HALL FOR A RECITAL:**

- 1) Check the *Room Calendar* online at: <http://www.music.uiuc.edu/calendarRooms.php> to see if the space is available on the desired day and at the desired time. Be sure to use the calendar at the left of the screen to search for your preferred date, and then click on the desired hall. It may also be in your best interest to check the “printable” calendar for other events scheduled for the same day/time to avoid any potential conflicts. For recitals, please keep in mind that the hall should be reserved for 30 minutes prior to the start of the recital and up to 30 minutes after the approximate conclusion of the recital. **An example would be:**
  - ❖ 7:30 pm recital in Smith Memorial Room: recital length: 2 hours – check room availability from 7:00 p.m. – 10:00 p.m.
- 2) Once you have confirmed that the desired room appears to be available, email your request to: [recitals@music.uiuc.edu](mailto:recitals@music.uiuc.edu). Please be sure to include the following:
  - ❖ Full Name and Instrument
  - ❖ Email and Phone Number
  - ❖ Hall Requested and warm up/set up time
  - ❖ Requested Date and Time of the performance
  - ❖ If the recital is in fulfillment of a degree (i.e., Senior Recital, Masters Recital, DMA recital, etc).
  - ❖ If the recital is a faculty recital
  - ❖ If a “green room is needed” (i.e. – the “green room” is assigned for performances in Smith Recital Hall)

## **TO RESERVE A HALL FOR ANY OTHER REASON (EXCLUDING REGULARLY SCHEDULED CLASSES SUCH AS MUSIC 180, ETC)**

- 1) Check the *Room Calendar* online at: <http://www.music.uiuc.edu/calendarRooms.php> to see if the space is available on the desired day and at the desired time. Be sure to use the calendar at the left of the screen to search for your preferred date, and then click on the desired hall.
- 2) Once you have confirmed that the desired room appears to be available, email your request to: [reserveahall@music.uiuc.edu](mailto:reserveahall@music.uiuc.edu). Please be sure to include the following:
  - ❖ Full Name
  - ❖ Email and Phone Number
  - ❖ Hall Requested
  - ❖ Requested Date and Time
  - ❖ Reason for requesting the hall

**Special Note:** All regularly scheduled classes will be listed on the calendar automatically. DO NOT send a request for a room that is scheduled for one of these classes.

## **WHAT HAPPENS NEXT:**

An acknowledgement email will be sent within 3 to 5 business days. Included with this email will be pertinent information for submitting required documentation, recording requests, and program information.

In any instances where a room is being reserved for a student recital, information will be included in the acknowledgement email with directions for the student to complete additional paperwork that **must be returned with appropriate signatures** before the space will be officially reserved.