STUDENT RECITAL INFORMATION

University of Illinois School of Music [http://music.illinois.edu/resources](http://music.illinois.edu/resources)

**SCHEDULING**
Print & complete a Recital Approval Form (see link included with your confirmation email)
Obtain the necessary approval signatures, and return the form to the Music Events Office (3004 MB) for the final signature *(required for all recitals).*

**OPTIONAL RECITAL**
Optional (non-degree) recitals may be scheduled three weeks prior to proposed date.

**REHEARSAL**
Two rehearsal hours per recital may be scheduled beginning 30 days prior to your recital. To schedule your dress rehearsal(s), check the room calendar for availability; then submit your request at [http://music.illinois.edu/resources](http://music.illinois.edu/resources)

**KEYS/ACCESS**
For dress rehearsals, individual room keys for spaces within the Music Building are no longer available for check out. The doors will be unlocked every morning and will remain open throughout the day. At 4pm, Building Monitors will unlock those classrooms and performance spaces that have been appropriately reserved.

**Piano keys for Smith Hall and Music building:** a Smith Hall piano key may be checked out through MB 1156 during posted business hours on a short term basis. Students/faculty may check out a key up to 2 business days prior to their event. Keys must be returned to MB 1156 the next business day immediately following faculty/student events. Night monitors will make the Music Building Auditorium piano available for evening dress rehearsals.

**AUDIO SERVICES**
Submit the completed form as per online instructions *at least three weeks prior to the recital*. Services include: concert/recital recording, sound reinforcement, CD playback, CD duplication. *It is the performer's responsibility to notify Audio Services if a recital is rescheduled.*

**MULTI-MEDIA**
Contact Chad Wahls, cwahls@illinois.edu; *at least three weeks* prior to your recital so that arrangements and training (if necessary) can be scheduled.

**PROGRAMS**
Please submit your Performance Program no later than two weeks prior to your scheduled recital.
Please select the Performance Programs tab found within your Profile page to use the online template.
Recital Programs will not be printed if submitted less than two weeks before the recital date.

Any recital request that is received outside of the times listed above must have been pre-approved through the Music Events Office or the request will be declined. To contact the Music Events Office, please email: recital-requests@illinois.edu.

**PUBLICITY**
Information about recitals is available at [http://music.illinois.edu/events_and_performances](http://music.illinois.edu/events_and_performances)

**STAGE CREW**
One stage crew member is assigned to each recital by the Stage Crew Manager: stagecrew@music.illinois.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 requested.

**HARPSICHORD**
Harpsichord requests: you must contact Professor Charlotte Mattax Moersch, Mattax@illinois.edu, for written permission and then the stage crew manager at stagecrew@music.illinois.edu to request assistance in moving the harpsichord, at least three weeks before the scheduled recital, and Sarah Wiseman at srwisema@illinois.edu to tune the harpsichord for the dress rehearsal and before the recital (45 minutes is needed in the hall before the recital for tuning). Students who plan to use a harpsichord in a supporting role will need to give their recitals in the Memorial Room, not the Recital Hall.

If a harpsichord or more than one piano is requested for a recital you must note this on your Recital Request form. Contact John Minor (jminor@illinois.edu) *at least three weeks in advance* to confirm that permission has been granted and to arrange for these instruments to be tuned.

**CANCEL/RESCHEDULE**
If canceling a student recital, the applied faculty member must send an email to recital-requests@illinois.edu indicating their approval of the recital being canceled. Please notify the Music Events Office immediately 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.