

NORTHWESTERN UNIVERSITY SCHOOL OF MUSIC STUDENT RECITAL POLICIES AND PROCEDURES

IMPORTANT RULES FOR RECITAL SCHEDULING:

- **Recitals may be booked no earlier than 8 weeks and no later than 4 weeks prior to the requested date.**
- **Schedule your recital by visiting the Pick-Staiger Concert Office on Monday, Tuesday, Wednesday and Friday from 9:00 AM to 12:00 PM and on Thursdays from 1:00 PM to 4:00 PM. Recitals and rehearsals MUST be scheduled in person.**
- **All recitals for credit must be scheduled with the Concert Office regardless of where they are performed. All paperwork must be submitted in order to prove the recital was completed.**
- **Your Petition for Recital Permission packet MUST include 3 signatures. One by your instructor and one by the department chair on the Petition form, and also one by your instructor on the Program Copy Form.**
- **Programs must be typed and include movements, composers and composer dates. Program notes will not be included in the programs. For faster program processing, you may also email a copy to pick-programs@northwestern.edu.**
- **Programs must be proofed or they WILL NOT be printed. Come to proof and sign off on your program one week before your recital date. Printed programs will be ready one business day before your recital.**
- **Pick staff only books recitals in Lutkin and MCR, but you must bring your completed Petition for Recital Permission packet to the Concert Office in order to get credit for your recital regardless of the location of your recital.**
- **A Petition for Change form must accompany the cancellation or rescheduling of a recital. Appropriate signatures must be included.**
- **You DO NOT have to complete your department permission in order to sign out time for your recital. Just get the appropriate signatures from your professor and department chair.**
- **SPRING QUARTER: Voice and piano students have priority to book Lutkin 7 or 8 weeks before the requested performance date. All other students may only book Lutkin no earlier than 6 weeks out and no later than 4 weeks out.**
- **SPRING QUARTER: Required recitals only. Doctoral, Certificates, Masters, Senior and only the following Junior recitals: voice-honors program, piano performance and strings performance (excluding guitar and harp.)**
- **Those scheduled for a recital are allowed a 2-hour dress rehearsal prior to their recital date. This can be booked at the time you book your recital or at a later date. (Conducting students are allowed a 4-hour dress rehearsal.)**

Thank you for booking your recital with Pick-Staiger Concert Hall! The Northwestern University Bienen School of Music presents more than 250 student recitals each year, and the Concert Office can provide you with outstanding service if you register your recital with us following the guidelines outlined within. Before you begin the scheduling process, please read the procedures completely. If you have any questions, call or stop by the Pick-Staiger Concert Hall office for assistance (847-491-5441).

We offer the following services to recitalists and look forward to helping you present a successful recital!

- Advertising in *The Daily Northwestern* the week of your recital
- 90 recital programs
- Binding and filing of your recital program at the Northwestern Music Library
- Stage manager, music stands, chairs and a tuned piano for Regenstein or Lutkin Hall
- 2 hours of rehearsal time in Regenstein or Lutkin Hall
- Reasonably priced audio recording direct to CD and digital audio tape (DAT); please fill out the request form, located across from the ticketing windows at Pick-Staiger. **Please note: recording requests must be made no less than 4 weeks in advance of your recital date.**

To perform a student recital under University auspices, you must be in good academic standing and have a properly completed petition form. You must be registered for applied study at Northwestern University during the quarter in which you give your recital and audition for recital permission (if applicable.) This does not apply for DM candidates who have completed their required registration. PO1 registration is acceptable.

RECITAL TIMES: In order for us to fit as many recitals as possible into each day, the following are times that you may choose:

- Monday through Friday: 6:00 PM or 8:30 PM
- Saturday and Sunday: 12:00 PM, 3:00 PM, 6:00 PM or 8:30 PM

PROGRAM PRINTING: Due to the amount of student recitals the program staff produce each quarter, the proofing responsibility lies with the student performing in the recital. **Programs will be printed ONLY WITH A SIGNED PROOF.** Proof your program one week prior to your recital, make appropriate changes and sign it. You can pick up your finished programs one business day before your recital. If you have problems, contact the Business Manager (847-491-5441) at the Concert Office.

CANCELLATION/RESCHEDULING/EXCEPTIONS: All exceptions to the above regulations will be made only in clearly extraordinary circumstances. Cancellation of a scheduled event is regarded as highly inappropriate by the School of Music faculty. Such behavior is unprofessional and is condoned only in the event of dire and unforeseen circumstances. Limited space availability in the performance halls makes it imperative that recitalists use all scheduled performance and rehearsal times. Last-minute cancellation and rescheduling of recitals deprives other students of legitimate opportunities to perform and place undue stress upon recital hall availability.

Petitions for exceptions, cancellations and rescheduling will be considered only if the nature of the circumstances is fully documented. Blank petition forms may be obtained from the Concert Office and must bear the signatures of your instructor and the Chair of Performance Studies. When complete, petitions should be forwarded to the Concert Hall Director for consideration.

FOR THIRD YEAR DOCTORAL CONDUCTING STUDENTS:

Third Year Doctoral Conducting students may perform one recital in Pick-Staiger Concert Hall under the following conditions (considering all other criteria have been met):

1. The performance date and time must be approved by the Pick-Staiger Director and Operations Director before the event can be officially entered into the calendar.
2. The event must be scheduled in the Fall Term or in February/early March of Winter Term.
3. The event cannot be scheduled for Spring Term.
4. Potential performance days are Monday–Thursday. Weekend days will not be scheduled (Friday, Saturday, Sunday).
5. Event start time will be 7:00 p.m. Doors will open at 6:30 p.m. or as determined by the house manager.
6. One two-hour rehearsal will be allowed when and if time on the Pick-Staiger stage is available. The P-S Director and Operations Director will have to approve this time in advance. Availability of rehearsal time on stage is not guaranteed. Two additional rehearsal hours may be scheduled in a different venue for this event. In the event that rehearsal time is not available on the Pick-Staiger stage, all four hours of rehearsal may be scheduled in other SOM venues.
7. The P-S house manager and stage manager will be in charge of running of the concert and ensure that the event begins on time.
8. Pick-Staiger will provide house staff, a stage manger, and recording staff. Any special technical equipment needed for the concert is the responsibility of the student.
9. Requests for using Pick-Staiger will follow the same policy as scheduling a recital. (No sooner than 8 weeks before the date and no later than 4 weeks before the date.)
10. Ensemble members are responsible for setting up and striking all equipment including chairs, stands, podiums, and keyboards. The stage must be totally cleared after rehearsals and concerts. All equipment must be returned to the assigned storage areas.

FOR RECITALS IN REGENSTEIN AND LUTKIN:

WINDS, STRINGS AND PERCUSSION: Will be scheduled in Regenstein Hall. A spring quarter exception: you may book Lutkin Hall (Yamaha piano only) no earlier than 6 weeks and no later than 4 weeks prior to the requested date.

PIANISTS AND VOCALISTS: Will be scheduled in Lutkin Hall. Piano majors must request a permission card from the Concert Office for use of the Lutkin Steinway piano key. To obtain the piano key for daytime (Monday through Friday 9:00am-5:00pm) rehearsals in Lutkin, inquire in room 101 at the Music Administration Building immediately before your scheduled rehearsal. There is a monitor assigned to Lutkin Hall to unlock pianos Monday through Friday between 5:00pm and 10:00pm and Saturday and Sunday from 9:00am to 10:00pm. These hours may be limited during exam weeks, academic breaks, and holidays.

REHEARSAL TIME: Hall space may be reserved through the Concert Office for a dress rehearsal when you book your recital. Additional time may be arranged on an informal basis within the week preceding the recital, depending on hall availability. The Concert Office does not provide a Stage Manager, music stands, chairs or other staging equipment or instruments at dress rehearsals, therefore you will be responsible for securing piano access, stands, and chairs for rehearsals.

STAGE MANAGER: The Concert Office provides a Stage Manager who will arrive 45 minutes before the start of your recital to open the hall, assist with the set-up, adjust the lights and secure the hall after the performance. If the Stage Manager does not arrive, call Pick-Staiger at 847-491-5441. It is recommended that you arrange for at least one usher (a friend or family member) to be available to distribute programs and close the doors at the beginning of your performance and after intermission. You must provide your own page-turner; the Stage Manager will not turn pages.

SPECIAL NEEDS: Programs featuring prepared piano works or other special needs (dual pianos, lid removal, etc.) call for special attention. Please consult with the Concert Office before altering the pianos in any way.

HARPSICHORD: Harpsichords can be provided for student recitals in Lutkin and Regenstein Halls. To ensure availability and proper tuning, please submit a written request to the Pick-Staiger Operations Director at least 3 weeks in advance for any special keyboard needs. To request a harpsichord tuning for your recital, please call Keyboard Maintenance at 847-467-6970.

MISCELLANEOUS

- Chairs and stands should be readily available in the recital hall for use during your recital. If you have difficulty locating the appropriate equipment, as your Stage Manager for assistance. Please do not remove chairs or stands from Pick-Staiger or Regenstein 011.
- Encores are not permitted.
- Small receptions following recitals may be held in the lobby or student lounge of Regenstein, and in the lobby of Lutkin Hall or the second floor student lounge at the south end of the Music Administration Building. No other areas are to be used. It is your responsibility to clean up after your reception. The Stage Manager can provide you with cleaning supplies and empty trash bags, but will not clean up. Please be considerate to your fellow recitalists and be sure that tables are wiped off, trash cans are emptied, and there is no extraneous trash littering the area. Receptions must be completed at least 30 minutes prior to the next scheduled recital.

AB 8/25/10