



RECITAL RESERVATION AND RECORDING FORM

Name _____ Date of Recital _____ Time _____

Instrument _____

Email _____ Phone _____

Recital Times / Recital Hall
Mon – Fri: 4:00, 5:30, and 7:30 / **Saturday:** 7:30 / **Sunday:** 3:00

_____ **Degree-Required held in 206** _____ **Non-Required/Elective held in 006**

- _____ Student Recital
- _____ Junior Recital
- _____ Senior Recital
- _____ Conducting Recital
- _____ Graduate Certificate Recital

- _____ Master’s Recital
- _____ Master’s Concerto Required
- _____ Doctoral Candidacy Recital
- _____ Doctoral Degree Recital

- Location**
- _____ Recital Hall (206)
 - _____ Choral Room (006) – MW 6:00,7:30; TTHF 4:00, 6:00, 7:30
 - _____ Koger
 - _____ Other (specify) _____

- Stage Items Needed**
- _____ Regular Music Stands (no. _____)
 - _____ Chamber Music Stands (no. _____)
 - _____ Regular Music Chairs (no. _____)
 - _____ Cello Music Chairs (no. _____)

Instrumentation: _____

Approximate Length: _____

Unusual items of interest (non-standard positioning or lighting, offstage performers, etc.) _____

Accompanist: _____

Fees:		
Recital Fee / Recording Fee* (includes 1 student copy and an archive copy for Grad/Doc)	\$100	_____
Accompanying Fee* (due by April 15/Spring and November 15/Fall)	\$150/Full-\$75/Half	_____
Additional Copies of Recording	\$10 each	_____
Recital Fee for Choral Room 006	\$25	_____
*The full \$100 Recital/Recording Fee must be paid in order to reserve a date on the calendar. There will be a \$50 fee for rescheduling a cancelled recital and a \$100 fee to reschedule a recital that has been cancelled less than 2 weeks before the date.		

Major Professor: _____

For Internal Use Only:

Amt. Pd. \$ _____ Receipt # _____ Date _____ Rec. by _____

Amt. Pd. \$ _____ Receipt # _____ Date _____ Rec. by _____

Web: _____ SOM _____ USC

_____ Jeff Cancelled/Rescheduled: Date: _____ By: _____

Additional Fee: _____

PROCEDURES FOR SCHEDULING A STUDENT RECITAL

Student Recitals are scheduled at the following times:

Monday-Friday	4:00 p.m.*, 5:30 p.m., and 7:30 p.m.
Saturday:	7:30 p.m.
Sunday:	3:00 p.m. (Faculty, Guest Artist, Ensemble, Studio, Graduate and Doctoral preferred)
Room 006:	Mon/Wed: 6:00 and 7:30, Tues/Thurs 4:00, 6:00, 7:30
*4:00 recitals will not have access to the Recital Hall until 3:45.	

Information for Students

1. *Fee Payment*
 - a. Students pay the appropriate fees to Ms. Gibson in Room 101 (Check made out to “USC School of Music”).
 - b. Student recitals must be scheduled one semester in advance according to the School of Music schedule:
 - February – **Grad/Doc** recitals scheduled for Fall semester
 - Early March – **Degree** required student recitals scheduled for Fall semester
 - Mid March – **Elective/non-degree** student recitals scheduled for Fall semester.
 - August – new students select date for fall semester, to be completed by the last day of the first week of classes.
 - Early October – **Grad/Doc** recitals scheduled for Spring semester
 - Mid October – **Degree required** student recitals scheduled for Spring semester.
 - November – **Elective/non-degree** student recitals scheduled for Spring semester.
2. *Recital Program*
 - a. Students should submit both a printed and a digital copy to their supervising professor.
 - b. Supervising professor will proof and forward the program to the main office for preparation and printing.
 - c. The program should follow School of Music guidelines (available at www.music.sc.edu or in room 101K).
 - d. A final proof will be given to the supervising professor before printing.
3. *Rehearsals*
 - a. May **not** be scheduled between the hours of 3:30 and 8:30 pm Monday through Friday. These times will be open for rehearsals two weeks before, if not reserved for recitals.
 - b. Junior, senior, and graduate recitalists may have one (1) rehearsal of two (2) hours.
4. *Cancellations*
 - a. Only the supervising faculty member may cancel a student recital. Notifications should be sent to cancellations@mozart.sc.edu.
 - b. If the cancellation takes place within 48 hours the professor must post a cancellation notice outside the Recital Hall and in the lobby.
 - c. **Recitals canceled after the fifth day of classes cannot be scheduled for a later date in the same semester until all other recitals have been scheduled and must be held in 006, unless approved by Dr. Gowan.** The student must begin the scheduling process again by paying the recital fee and submitting appropriate program materials to the supervising professor (An additional fee will be accessed, if the recital is cancelled less than 2 weeks prior to the date). Exceptions to this policy will be determined by the Director of Undergraduate Studies, in consultation with the student’s professor.

Information for Faculty

After recital fees have been paid, the student will meet with the faculty member who is supervising the recital to determine the recital date/time and program.

1. *Recital Scheduling Process* –
 - a. The faculty member will consult the student, check the Recital Hall iCal Calendar for an available date/time, and finally consult and others (accompanist, assisting musicians, etc.) directly involved in the recital as to their availability. *This includes any faculty who are to adjudicate the recital (signed prospecti are required for graduate recitals).*
 - b. Student recital times may not be reserved under the applied professor’s name.
 - c. Program information must be given to the main office at least 2 weeks in advance of the recital.
2. *Cancellations* – see above