

TO: School of Music Faculty

FROM: Andrew Gowan

SUBJECT: Room Reservation/Key Issue information

Here is a reminder about “who does what:”

- Andrew Gowan is in charge of scheduling regular classes, incidental classroom use, and all usage by outside groups.
- Laveta Gibson is in charge of scheduling rehearsals and performances of USC Faculty in the Recital Hall and students in the Recital Hall. **Scheduling follows paperwork and fee payment.**
- Laveta Gibson can handle the scheduling of rooms #123 (conference room) and #201 (seminar room), #006 (choral room), #016 (band room), and #040 (opera room).
- Ms. Wilcox is in charge of scheduling individual and small ensemble practice rooms (007, 008, 015, 012). She also issues keys for these rooms.
- Tim Crenshaw handles the issuing of keys for studios, classrooms, 006, 016 and Recital Hall.

Here is the suggested process for scheduling the Recital Hall (Room 206) at the present time:

- Student received the Recital Reservation/Recording Form from Laveta Gibson in Room 101. This form can also be downloaded from the School of Music website at http://www.music.sc.edu/Prospective/Recital_Recording.pdf
- Applied teacher and student complete forms, prepare program information, and consult accompanist and calendar to select a recital date/time. (An up-to-date copy of the 206 calendar is available on the School of Music website (Faculty/Staff – School of Music Room Schedules) Student pays \$50 recital fee, accompanying fee, if applicable, and recording fee to Laveta Gibson when completed forms are returned.
- Mrs. Gibson will then place the event on the calendar. Rehearsals cannot be scheduled during regular recital times (4:00 – 8:30).
- Applied faculty get Recital Hall key from Tim Crenshaw 1-2 days before event.