



## Student Recital Scheduling Policy

Recitals May be scheduled for the current semester only

1. It is understood that the scheduling of a student recital indicates a commitment on the part of the professor and the student for the student to perform on the scheduled date. Recital requests must be submitted at least 30 days prior to the requested date.
2. Only under extreme circumstances may a reserved and confirmed date be changed. Once a date has been set, students may not cancel and reschedule within that semester, but must wait until the following semester.
3. Only Artist Diploma recitals may be scheduled for the period following the last day of class through finals. No recitals may be scheduled during semester breaks.
4. Multiple recitals may be held on the same day, schedule permitting. Recitals shall NOT exceed 60 minutes, including introductions, set changes, and intermissions. Exceptions must be indicated on scheduling form, approved by faculty and the Director of the School of Music.
5. No student recitals may be scheduled opposite faculty recitals, guest recital, or ensemble performances except by special permission of the director.
6. Student Recitals are allowed two hours of rehearsal time.
7. The standard staging and support received for a student recital includes: a single chair, a single music stand, stage lighting, and the recital recorded and streamed. Any additional needs including a piano or additional chairs or stands must be selected on the recital scheduling form and/or communicated to Nita via email [N.Ferrell@tcu.edu](mailto:N.Ferrell@tcu.edu) at least 7 days prior to the scheduled recital. We cannot guarantee any or every request.
8. Program information must be submitted the School of Music Office electronically via email at least two weeks in advance.
9. Program text content must be proofread and include the complete names of the pieces, complete names of the composers with correct dates. Please include complete names of accompanists and assisting performers (specify instrument and/or voice type). Programs cannot be changed once they are uploaded onto the website. It is the responsibility of the performer to ensure accurate and proper information.
10. All concerts and recitals are webcast by default unless the student and/or faculty instructor decide that a performance is not webcast ready and/or appropriate. In order to cancel a webcast, an email request from the student and/or instructor is required. The email should be sent to [stagemanager@tcu.edu](mailto:stagemanager@tcu.edu) at least two weeks prior to the recital date.
11. **ELECTIVE RECITALS:** Students are allowed to schedule an additional recital, outside of their primary recital. These Elective Recitals can only be booked during the first 8 weeks of classes. A payment of \$150 must be made to Karen Minatara prior to this recital. "Elective Recital" must be selected on the Recital Scheduling Form.

Each semester, the following weeks are designated for scheduling recitals for the following semester. Students must follow the schedule of their recital will be removed and rescheduled after the end of the academic semester:

Semester Full Week 13:

Graduating (current semester) graduate students, graduating seniors (current semester) with required recitals (BM or BME), artist diploma students, doctoral students or students who will be student teaching the following semester

Semester Full Week 14:

Other graduate students, non-graduating seniors with required recital degree plan (BM or BME)

Semester Full Week 15:

Junior required recital degrees and non-graduating BME

Semester Full week 16:

Special recitals and all other events.

*Fees may be charged to record  
and webcast elective recitals.*

**Students interested in playing their recital during the first 6 weeks of either a fall or spring semester must schedule that recital during the last 2 weeks of the prior semester. The advantage of scheduling a recital at the beginning of a semester provides more options regarding day, time, and choice of hall.**