**Student Degree Recital Policies**

The policies on this document apply to student degree recitals only and may not be applicable to student non-degree recitals or DMA lecture recitals. Students are advised to read this document carefully.

**Approved Recital Timings**

Recitals in Hatch and Kilbourn are offered at 2:30pm, 4:30pm, 6:30pm, and 8:30pm on weekdays and at 9:30am, 11:30am, 1:30am, 3:30pm, 6:30pm, and 8:30pm on weekends. Recital timing in Ciminelli, Howard Hanson, and Ray Wright Room varies by day, but all recitals must begin on the half hour.

Recitals must occur during the academic semester, defined as the first day of classes through the last day of classes. Recitals may not occur over academic breaks, during reading period or finals period, or on University holidays.

**Scheduling Process and Policies**

Because demand for Kilbourn Hall and Hatch Recital Hall typically exceeds availability, degree recitals are scheduled via a lottery system. Dates for the fall semester (September – December) are scheduled in April and dates for the spring semester (January – May) are scheduled in October. Because of the high demand, students are not guaranteed a date in their preferred hall.

Students in the Jazz and Contemporary Media department, the Jeff Beal Film Institute, and the percussion program should not enter the lottery. Information about scheduling your recitals will come via your professors.

The lottery is scheduled and advertised by the Concert Office. Students will be notified via email when the lottery begins for the next semester. Students who follow the provided instructions to enter the lottery will be contacted via email after the deadline for entering the lottery has passed. This email will include instructions about booking a scheduling appointment, via the Calendly app.

In the email to book scheduling appointments, students will also receive a document with available slots for the upcoming semester for Hatch and Kilbourn. Any dates or times that are not listed are not available in either hall, though students may inquire at their appointment about availability for Howard Hanson, Ciminelli, or Ray Wright Room, as long as the desired date is within the academic period. Students are encouraged to check this document frequently in the days before their appointment, as it will be kept up to date when recital times are taken.

The Concert Office will provide information about ensemble concert schedules for the next semester on the list of open slots, but it is the responsibility of the student to avoid any conflicts with ensembles in which they perform.

During the scheduling appointment, students will have an opportunity to select from any of the available date and time slots in Kilbourn Hall and Hatch Recital Hall, as well as to schedule a dress rehearsal. In order to fully benefit from an appointment, students should have the following information available:

* Professor’s availability
* Family’s availability
* Collaborative artists’ availability
* Intention to use an ensemble of 10 or more
* Requests for any video projection, amplification or other technology
* Any special instruments requests, including duo piano, harpsichord, percussion, etc.

DMA students who need to complete more than one degree recital in the same semester should only submit the lottery entry form once and should prepare to schedule both recitals in the same appointment. Please note that students needing multiple recitals are limited to one recital in Kilbourn per semester and one recital after spring break per academic year.

Scheduling appointments are limited to 15 minutes. If a student misses the appointment or is not able to confirm a recital and dress rehearsal within their appointment time, they will need to schedule an additional appointment. If another appointment is need, dates and times that were discussed will not be held, so lateness or lack of preparedness will have an adverse effect on their opportunity to secure the optimum available recital time and the venue of their choice.

Students may make changes to their recital date by scheduling a new appointment up until the last day of classes for the semester in before the recital. Any changes after that date will require a cancellation form (see Cancellations & Rebooking).

All bookings are subject to the academic import of classes by the Registrar’s office at the end of each semester. Whilst every care is taken to avoid creating a booking conflict, occasionally an event or import will create a scheduling issue. In this case, students will be promptly notified and offered the best possible alternative that is still available.

***For additional questions about the scheduling process, please contact the Concert Office:***

ESM Room 101 – [jng@esm.rochester.edu](mailto:jng@esm.rochester.edu) – (585) 274-1109

**Rehearsals, Green Rooms & Ushers**

Rehearsal time is limited to a maximum of 1.5 hours (inclusive of set-up and teardown needs). The rehearsal time will be identified as part of the recital scheduling appointment.

If the rehearsal time you scheduled no longer works, any rescheduling of rehearsals is at the discretion of the Concert Office, and availability of an alternate time is not guaranteed.

Ushers are not provided for rehearsals. Students are responsible for setting up and clearing the stage after rehearsals, returning all chairs and stands backstage, covering pianos, returning the harpsichord to its offstage location (at least two people are required to move pianos and harpsichords), restoring percussion, removing electronic set-ups, and removing all personal belongings and debris.

On the day of the recital, the hall and the green room become available to you for set-up and warm-up beginning one half-hour before the start of the performance. The hall will open to the public ten minutes before the recital start time. Please do not arrive earlier than one half hour before your assigned recital time, as the hall and green room will likely be in use by another performer.

Student recitals are limited to 60 minutes of repertoire. Recital bookings are limited to 90 minutes after the recital start time. In addition to vacating the hall, all belongings must be removed from the green room by the end of the reservation.

The Concert Office is not responsible for items left in the green room. Please use the safe in the green room to keep your belongings.

The Concert Office supplies ushers for recitals in Kilbourn Hall and Hatch Recital Hall. Ushers will bring programs to the venue, adjust stage and house lighting, set the stage, open and close the stage door during performances, and facilitate greenroom access. It is the responsibility of the performers to arrange for any extra personnel they require. This includes page turners for accompanists and additional personnel to assist with larger stage changes. Ushers are not available to turn pages under any circumstances.

***For additional questions about usher support or items lost in concert halls, please contact the House Manager:***

Jess Green – [jgreen51@esm.rochester.edu](mailto:jgreen51@esm.rochester.edu) – (585) 274-0228

**Program & Staging Information**

The Recital Information Form on the Concert Office website is required for all recitalists for purposes of gathering staging information and event details, regardless of whether the Concert Office is producing your programs. If a Recital Information Form is not submitted, no staging items beyond 1 piano, 1 piano bench, 5 chairs, and 5 stands will be provided.

The Concert Office offers program production services for all student degree recitals. Program production by the Concert Office comes at a cost of $20 for 50 printed program copies or $30 for 100 print copies. By submitting program information to the Concert Office, you are consenting to pay the appropriate fee. The $20 fee applies even if you select to have digital programs only. Concert Office programs will be delivered to ushers for all on campus performances. You are not responsible for picking up your own programs.

Program information is due three weeks before your recital date, submitted via the Recital Information Form. If program information is not submitted prior to this deadline, a program will be produced solely at the discretion of the Concert Office, and then only if resources are available. A typist from the Concert Office will contact you with submission instructions approximately one month before your recital, or you can proactively submit your information using the form available on the Concert Office website.

All recitalists will receive a draft of their program via email to review before it is printed or uploaded online. No changes are possible after the given artist approval deadline given in the email, which is generally one week before the performance.

If you opt not to use Concert Office program production services, you are responsible for submitting a digital PDF or 5 hard copies of your program to the Concert Office at least 1 week before your recital. This is required for recording, archival, and copyright liability purposes, and it’s also a necessary step in the process of your professor or committee indicating your pass status for the recital.

The Concert Office will not prepare texts, translations, program notes, or artist biographies for student recitals. If you wish to include these, you must make your own arrangements to have them produced, printed, and brought to the recital. Our ushers are happy to distribute self-produced documents along with the programs.

***For additional questions or to update submitted program information, please contact:***

[esmconcertprograms@gmail.com](mailto:esmconcertprograms@gmail.com)

***To update submitted staging information, please contact the House Manager:***

Jess Green – [jgreen51@esm.rochester.edu](mailto:jgreen51@esm.rochester.edu) – (585) 274-0228

**House Rules**

Any pre- or post-recitals receptions on campus are strictly prohibited.

Food and drink (except water) are prohibited in Kilbourn Hall and Hatch Recital Hall, both on stage and in the audience.

Tape may not be used on any surface in the Eastman building, including on walls and on the stage floor to mark positions.

Recitalists are expected to treat the halls with respect, to clean up after themselves in both the hall and green room spaces, and to avoid any actions which may result in damage to the stage or pianos (ex. setting items on the piano lid).

**Use of Keyboard Instruments**

Two Steinway “D” pianos are available to Kilbourn Hall performers. To minimize piano moves and the possible damage to the instruments, both pianos remain on stage during student recitals. Performers and accompanists will have the opportunity to select which piano is preferred. The Concert Office should be informed of this choice when the Recital Information Form is submitted. Changes to the request may be requested by emailing the House Manager, and ability to accommodate change requests is left to the discretion of the House Manager and Stage Managers.

Two Steinway “D” pianos are available to Hatch Recital Hall performers. At the discretion of the Concert Office, a piano may be left on stage during student recitals. Use of the second piano in Hatch requires approval by the Concert Office.

It is generally not possible to remove piano lids for student performances. Special requests to remove lids will be approved by the Instrument Office only if submitted in advance and then only if it is possible to schedule a technician to remove and restore the lids. It should be noted that the lids on certain pianos cannot be removed. Request forms are available in the Concert Office and the Instrument Office. Students are not permitted to remove or restore lids under any circumstance.

Use of a harpsichord, fortepiano, or positive organ is subject to the approval of the Instrument Office. To obtain this approval, an Instrument Request Form signed by the relevant keyboardist must be submitted to the Instrument Office no later than three weeks in advance of a recital date. It is the responsibility of the student to check with the accompanist to make sure that they are on the Instrument Office list of approved keyboardists. It is also the responsibility of the performer to provide two additional non-performing stagehands in order to assist with harpsichord moves during the performance and rehearsals. The Kilbourn Hall Aeolian Skinner Organ is being repaired, and is unavailable until further notice. If possible, use of a non-piano keyboard instrument should be mentioned at the scheduling appointment.

A prepared piano is defined as any activity involving affixing labels, marking, or inserting foreign objects into the piano or manipulating the strings other than through the keyboard. Before an Eastman School piano is prepared, approval from the Concert and Instrument Offices is required. Request forms are available in the Concert Office and the Instrument Office. Following the rehearsal or performance, all labels, markings, and other objects (as approved by the Instrument Office) must be completely and promptly removed, leaving no permanent traces in the piano.

***For additional questions or clarifications, please contact the Instrument Office:***

ESM Room 505 - [instruments@esm.rochester.edu](mailto:instruments@esm.rochester.edu) - (585) 274-1150

***To update the submitted piano preference for Kilbourn Hall, please contact the House Manager:***

Jess Green – [jgreen51@esm.rochester.edu](mailto:jgreen51@esm.rochester.edu) – (585) 274-0228

**Large Ensembles**

***Kilbourn:*** Any piece involving more than 9 performers is subject to approval by the Concert Office. A student hoping to utilize an ensemble of 10 or more, including conductors, if applicable, must submit a large ensemble request to the Concert Office via the Recital Information Form. If possible, large ensembles should be mentioned at the scheduling appointment. Additional set up or rehearsal time is not provided for large ensembles. Requests for ensembles larger than 25 players will not be approved in Kilbourn, and the maximum stage capacity number may be lower depending on specific staging and instrumentation needs, as well as the presence or absence of the stage extension.

The Kilbourn Hall stage extension is not set up or removed specifically for student recitals. The presence of the stage extension will be indicated on the schedule when students select recital slots. The stage extension schedule is subject to change without notice.

***Hatch:*** Ensembles of more than 9 players are not permitted. Depending on exact staging and instrumentation requirements, ensembles under 9 performers are still subject to Stage Manager approval.

***For additional questions about what fits in each hall, please contact the appropriate Stage Manager:***

Kilbourn Hall: Deidre Graves - [dgraves@esm.rochester.edu](mailto:dgraves@esm.rochester.edu) - (585) 274-1042

Hatch Recital Hall: Mike Dziakonas - [mdziakonas@esm.rochester.edu](mailto:mdziakonas@esm.rochester.edu) - (585) 274-1116

Kodak Hall & Other Inquiries: Dan Mason - [dmason@esm.rochester.edu](mailto:dmason@esm.rochester.edu) - (585) 274-1159

**Recording, Livestreaming & Technology**

All student degree recitals in Hatch, Kilbourn, or the Ray Wright Room are recorded and livestreamed. If you would prefer your recital not be streamed, please notify the Technology and Media Production department at least 3 business days before your performance. Video recordings will be delivered to the recitalist via Box. Depending on the time of year, recordings may take anywhere from a few days to a few weeks to be delivered.

Any tech requests other than recording, including any microphones, amplification, or sound reinforcement as well as use of projection or pre-recorded audio or video, are subject to approval by the Technology & Media Production department. Requests should be submitted via the Recital Information Form no less than three weeks in advance.

***For additional questions or clarifications, please contact the Technology & Media Production Department:***

ESM Basement - [dmagee@esm.rochester.edu](mailto:dmagee@esm.rochester.edu) – (585) 274-1130

**Cancellations & Rebooking**

Due to the high demand of the various performance spaces within Eastman School of Music, cancellation of a recital should be an absolute last resort and should only be considered if the circumstances are beyond the control of the performing student, such as injury or illness (physician’s note required), family emergency, or force majeure. Scheduling conflicts and lack of preparation are not considered legitimate causes to cancel a recital.

To cancel a recital the student must complete a Cancellation Form (available in the Concert Office or on the Concert Office website), have it signed by the relevant professor, and return it to the Concert Office. This request will be sent to the relevant Dean for approval.

Recitals may not be rescheduled until the student has secured permission for the relevant Dean approving the cancellation of the original date. All reschedule requests are considered cancellations. Even when a recital is cancelled with legitimate cause, availability for a new date on campus in not guaranteed.

***For additional questions or clarifications, please contact the Concert Office:***

ESM Room 101 – [jng@esm.rochester.edu](mailto:jng@esm.rochester.edu) – (585) 274-1109