

WIU School of Music Student Recital Scheduling Procedure (Effective 2015-2016)

- Full stand-alone solo recitals required for a degree in performance may be scheduled for graduate students and seniors. All other performance majors, including juniors, will be required to schedule combined recitals with another music student.
- Combined recitals consist of two or more students giving 1/2 stand-alone or combined performances (duets, etc.) in one recital program. One printed program will be made.
- Student recitals are allowed a maximum duration of 90 minutes.
- All student recitals are scheduled with a tentative status pending the outcome of a pre-recital hearing, to be completed at least four weeks prior to the tentative recital date.
- All student recitals will be scheduled on the following dates:

Grad, Senior & Junior (Jr. combined recital) performance majors – Mon. & Tues., Aug. 31 – Sept. 1
Graduate students and seniors (non-performance) – Wednesday & Thursday, Sept. 2 – Sept. 3
Juniors and all other students or student groups – Friday, Sept. 4
Open scheduling – Tuesday, Sept. 8 through Friday, Sept. 25

Scheduling hours are:
Monday-Friday: 8:30–12 p.m. and 1:00–4:30 p.m.
(and by appointment if class schedule conflicts)

All Fall 2015 student recitals are to be scheduled by Friday, September 25, 2015
The deadline for scheduling recitals for Spring 2016 is Friday, January 29, 2016

How to Schedule a Recital

1. You will receive a “Recital Pre-Authorization Form” via email from Joanie Herbert, COFAC Recital Hall Manager, or you may pick one up at Joanie’s office (Recital Hall lobby), or the music office (BR 122).
2. View the School of Music performance calendar at wiu.edu/recitalhall, click on the “More Events” link under the Events Listing on the main page. Choose the month you’d like to check. There will also be hard copies of the Recital Hall performance calendar available at Joanie’s office, or the Music Office front desk. **Student recitals may be scheduled on available weeknights at 5pm or 7:30pm or on Saturdays and Sundays at 11am, 1pm, 3pm, 5pm or 7:30pm slots.**
3. Find three potential dates/times that would work for your recital.
4. Confirm these dates/times with your applied professor.
5. List these dates and times in the pre-authorization form by numbered priority.
6. **Obtain your applied professor’s signature on this form BEFORE you come to the Recital Hall office to schedule your recital on your designated scheduling day*.**
7. Bring your signed and completed Recital Pre-Authorization form to the Recital Hall office, sign in on the student roster and Joanie will tentatively schedule your recital** and confirm this date by e-mail.
8. **IMPORTANT: Schedule your pre-recital hearing date with your applied professor to take place AT LEAST 4 weeks before your scheduled recital.** Joanie will send a Recital Hearing Approval form to you upon confirmation.
9. **PAY ATTENTION: ☺ A copy of your hearing form must be submitted to Joanie, along with the other required event forms and program information, three weeks prior to your performance date.** Joanie will send you **ALL** of the information/forms required.

*Student recitals will not be scheduled without the signed pre-authorization form.

**Student recitals will not be scheduled by e-mail or telephone calls from the student. Please come in person with the appropriate paperwork. (If the posted scheduling times don’t work with your class or employment schedule, please contact Joanie for an alternate time).