

WIU School of Music

*Student Recital Scheduling Procedure

(Effective 2020-2021)

- Full stand-alone solo recitals required for a degree in performance may be scheduled for graduate students & seniors. All other performance majors, including juniors, will be required to schedule combined recitals w/ another music student.
- Combined recitals consist of two or more students giving ½ 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 (solo), Senior (solo) & Junior (combined recital) performance majors – Monday & Tuesday, August 31 - September 1
Graduate students and seniors (non-performance) – Wednesday & Thursday, Sept. 2-3
Juniors and all other students or groups – Friday, Sept. 4
Open scheduling – Tuesday, Sept. 8 through Friday, Sept. 18

***UPDATE FOR FALL 2020** - in order to adhere to the current COVID-19 guidelines for social distancing, students should contact me via email only at je-herbert@wiu.edu to schedule a recital. In lieu of the Recital Pre-Authorization Form, copy your instrumental/vocal professor on the email, for proper authorization and confirmation of a recital date. You may also sign/scan the form and attach it to the email.

All Fall 2020 student recitals are to be scheduled by Friday, September 25, 2020
You may also schedule a recital for Spring 2021 during the Fall 2020 semester.

How to Schedule a Recital

1. You will receive a link to the “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). Contact: je-herbert@wiu.edu/298-1843
2. View the School of Music performance calendar with your professor, who has access to the Recital Hall schedule on Google Calendar. There will also be hard copies of the Recital Hall performance calendar available at Joanie’s office.
You may schedule a recital to take place 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. **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).