



SCHOOL OF MUSIC

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. **The professor and student must come together to the music office to request the date and complete the proper scheduling form.** No dates will be set without both being present. Please consult the electronic calendar beforehand, and have at least 2 or 3 dates in mind. Be prepared to schedule the recital, rehearsal and hearing.
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 (after October 1 for the Fall semester or after March 1 for the Spring 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. Time slots for recitals on Monday through Friday are 5:30pm, 7:00pm, and 8:30pm. Time slots on Saturday and Sunday vary, based on hall availability and the TCU academic calendar.
5. No student recitals may be scheduled opposite faculty recitals or ensemble performances except by special permission of the director.
6. Rehearsals may be scheduled from 9:00pm -11:00pm in order to keep as many evenings open as possible. If a recital time is not used, the rehearsal may be rescheduled at 7:00pm to 9:00pm. This may only be done two weeks in advance.
7. \*\*Program information must be submitted to Sarah Walters in the School of Music Office electronically via email ([s.walters77@tcu.edu](mailto:s.walters77@tcu.edu)) at least two weeks in advance. Information must be proofread and include the complete names of the pieces, complete names of the composers with accurate dates, and complete names of accompanists and assisting performers.\*\*
8. The studio professor must proof the program and send his or her approval to Sarah Walters before the program will be distributed. Please allow time for proofing and corrections.
9. Events in PepsiCo and Ed Landreth 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.

Each semester, the following weeks are designated for scheduling recitals:

Semester Full Week #2:

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 #3:

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

Semester Full Week #4:

Junior required recital degrees and non-graduating BME

Semester Full week #5:

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.**