



School of Music Facility and Event Policies

Faculty Scheduling Policy

- School of Music will schedule all large ensembles during a season planning meeting every spring semester.
- All events, concerts, recitals, and others not scheduled during the planning meeting, must be requested at least 30 days prior to the requested event date.
- Event requests must be made via the online form.
- All events will need at least a 1-hour buffer before and after the event for turnaround. Please keep this in mind when booking times up against other bookings.

Faculty Rehearsal Policy

- Each event will receive two hours of rehearsal time. Concerts that contain multiple ensembles (ex. Wind Symphony and Concert Band) may receive more combined time based on hall and staff availability.
- If you require stage setup or tech needs for your rehearsal, please request a rehearsal time at least 30 days prior to your requested time.
- Ensemble and large rehearsals will need at least a 30-minute buffer before and after the rehearsal for turnaround. Please keep this in mind when booking times up against other bookings.

Student Recital Policy

- Please see separate "Student Recital Policy" Document for more details.
- Students must submit their recital scheduling form based on their year and must be submitted at least 30 days before their requested date.
- Student Recitals shall not exceed 60 minutes including introductions, set changes, and intermissions. Faculty are required to ensure their students' performance meets this requirement. Exceptions must require approval from the Director of the School of Music.
- Only one 2-hour rehearsal is allowed per recital.
- Student recitals should not be scheduled opposite large ensembles.
- Recital Forms will include a section for tech needs. If nothing is selected, a standard setup will be provided. All tech needs beyond a standard setup must be communicated to Nita Ferrell at least 7 days prior to the event date. We cannot guarantee every request.
- Recital Programs must be submitted to Lori Stowe via email at least 2-weeks prior to the event. All programs must be complete and reviewed by the professor prior to submitting. No changes to the program once uploaded to the website.

Non-Credit Recital Policy

- Students may choose to perform an additional recital, outside of their primary recital for their class. Any additional recital is considered a Non-Credit Recital.
- Non-Credit Recitals can only be scheduled for the first 8 weeks of classes.
- All Non-Credit Recitals will incur a \$150 facility usage fee. This payment must be made to Karen Mintara at least 30-days prior to the recital.
- Students must disclose Non-Credit Recital when submitting scheduling form.
- All other recital documentation and policies apply to Non-Credit Recitals.
- Faculty will be responsible for ensuring when a student is requesting an additional recital, that it is marked as a Non-Credit Recital.

Rehearsal Policy for Student Recitals

- Every event is allowed one 2-hour rehearsal prior to their event.
- Tech needs will only be provided based on technology requests as disclosed on the recital form.

Audio Recording Policy

- Students
 - Students may pay a \$150 fee for stage management to record a 2-hour rehearsal. This payment must be made to Karen Minatra 30-days prior to their scheduled recording.
 - Recording requests must be made at least 30-days prior to the requested recording date.
 - Students should bring a thumb drive with their name and email address, to store their recording on. Thumb drives should be returned no later than a week after.
- Faculty
 - Faculty will not be charged for recordings.
 - Recording needing stage management of staff assistance cannot exceeding 4 hours. Exceptions will need approval from the Director of the School of Music.
 - These recording requests must be made at least 30-days prior to the requested recording date.
- Recordings Done On Own
 - Faculty and students can both record on their own. These are free of charge for students and require no stage management. There will be no stage management assistance available for a recording done on own.
 - On Own Recording days need to be booked at least 30-days in advance.
 - Recordings done on own cannot exceed four hours or be multi-day events without approval by the Director of the School of Music.

Video Recording Requests

- Every recital and large ensemble is video recorded, unless requested not to.
- If a student would like a copy of their recital, please use the following procedure:
 - At the time of the recital, bring a thumb drive in an envelope with your name, email, faculty's name, and the date and time of your concert. Be sure to give this to the stage manager working present at your recital.
 - The thumb drive will be returned to your faculty's mailbox within 1-week of your recital. Both you and your faculty member will be emailed to confirm it is returned.
- If faculty would like a copy of their recital or ensemble, they may do the same as above. Or they may email staff at stagemanager@tcu.edu, requesting the name of the event, the hall it was performed in, and the date and time of the performance. You will receive a link within 7-days. Please download your requested file as soon as you receive it, as space is limited.
- Video Request from previous academic years must be requested using this [form](#).

Dark Day Policy

- There will be several days throughout the year where each hall (Van Cliburn, PepsiCo, Ed Landreth) will be closed for maintenance. These dates would be chosen and blocked during season planning.
- Each venue will be closed for at least one full day twice a semester.
- Each space will be closed for a full week once a year, for maintenance.

Conferences, Festivals, and Other Events Planning:

- Events will not be scheduled during University Holidays and closings.
- Please limit large and multi-day events such as festivals, to the first 12 weeks of the semester. Exceptions must be approved by the Director of the School of Music.
- Festivals and Conferences cannot exceed two days. Exceptions must be approved by the Director of the School of Music.