



Student Recital Scheduling Policy

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. Recital requests must be submitted at least 30 days prior to the requested date.
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.
3. Students are not allowed to schedule recitals following the last day of class. No recitals may be scheduled during semester breaks.
4. Multiple recitals may be held on the same day, schedule permitting. Recitals shall NOT exceed 60 minutes, including introductions, set changes, and intermissions. Exceptions must be indicated on scheduling form, approved by faculty and the Director of the School of Music.
5. No student recitals may be scheduled opposite faculty recitals, guest recital, or ensemble performances. Exceptions will only be made by the Director of the School of Music.
6. Student Recitals are allowed two hours of rehearsal time.
7. The standard staging and support received for a student recital includes: a single chair, a single music stand, stage lighting, and the recital recorded and streamed. Any additional needs including a piano or additional chairs or stands must be selected on the recital scheduling form and/or communicated to Nita Ferrell via email N.Ferrell@tcu.edu at least 7 days prior to the scheduled recital. We cannot guarantee every request.
8. Program information must be submitted to Lori Stowe in the School of Music Office electronically via email l.stowe@tcu.edu at least two weeks in advance.
9. Program text content must be proofread and include the complete names of the pieces, complete names of the composers with correct dates. Please include complete names of accompanists and assisting performers (specify instrument and/or voice type). Programs cannot be changed once they are uploaded onto the website. It is the responsibility of the performer to ensure accurate and proper information.
10. All concerts and recitals are streamed to the School of Music YouTube page. Instructors or students may request a recital is not streamed, by emailing stagemanager@tcu.edu at least two weeks prior to the recital date.
11. Students may begin scheduling recitals for November 1 for the spring semester and April 1 for the fall semester. Non-Credit Recitals may be scheduled starting November 15 and April 15, respectively.

12. NON-CREDIT RECITALS: Students are allowed to schedule an additional recital, outside of their primary recital. These recitals can only be scheduled for the first 8 weeks of classes. A payment of \$150 must be made to Karen Minatara 30-days prior to this recital. Students must disclose a non-credit recital on the Recital Scheduling Form Recital..