



Production Policies

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How to Schedule a Rehearsal Room?

For rehearsals, meetings and classes not scheduled by Helen, faculty and students can email-
umkcmusscheduling@umkc.edu

Where can I find the schedule?

All events scheduled in rooms within PAC and GH can be found in Ad Astra. All performances and events scheduled in the recital halls can be found on the [Propared master schedule](#).

How can I schedule a recital?

Recital scheduling windows open on a rolling basis based on the level of degree. Students can find out when there scheduling window opens by visiting the [Recital Scheduling Procedures](#) page on the Conservatory Website. Once a student's window is open, they can submit their request via the [Student Recital Request Form](#) found on the Current Student page of the Conservatory website

Please note, that all recitals must be scheduled at least 30 days prior to the requested date.

How can I schedule a theater capstone?

Students can schedule their capstone by filling out the [Theater Capstone Scheduling](#) form located on the current student page of the Conservatory website.

How can I schedule a recording?

For self-recording or engineered recording requests students can submit their requests via the [Recording Request Form](#) found on the Recording Studio page of the Conservatory website.

All students do receive a complementary four hours of self-recording time in the recital halls that can be scheduled via this form.

How can I reserve a locker?

Students can request a locker for either PAC or GH by filling out the [Conservatory Locker Request Form](#) found on the Current Student page of the Conservatory website.

How can I submit a NEXUS request?

Once a student's NEXUS proposal has been selected they will need to fill out the [NEXUS Concert Request form](#) to begin the process of bringing their visions to life with the production team.

How do I rent an instrument from the Conservatory?

The conservatory has an array of instruments available for students to rent to help further their studies. All rentals are subject to instrument availability. You can view the list of instruments and request one by visiting [UMKC Conservatory Rental Instrument Inventory](#).

For any other questions you can email Katie Motter at umkcmusscheduling@umkc.edu or visit PAC 333.