



Student Recital Scheduling Procedures

Updated 10/23/23

All student degree-required recitals must be registered with the staff in the Conservatory Scheduling Office. This applies to recitals performed both on and off campus.

Recital Scheduling Calendar:

Fall Semester 2023:

Currently and Ongoing: Recitals within the first 30 days of the fall semester/All faculty bookings

Beginning 7/24/23: Doctoral and Artist Certificate Student Recitals

Beginning 8/14/23: Master's and Performer's Certificate Student Recitals

Beginning 8/21/23: Chamber Music Performances/Weekly Rehearsals only. **No Recital Bookings**

Beginning 8/28/23: Undergraduate Recitals and all other Conservatory performances

*No recitals will be scheduled during the week of finals or during academic breaks.

Spring Semester 2024:

Beginning 11/27/23: Recitals within the first 30 days of the spring semester/All faculty bookings

Beginning 1/2/24: Doctoral and Artist Certificate Student Recitals

Beginning 1/8/24: Master's and Performer's Certificate Student Recitals

Beginning 1/16/24: Chamber Music Performances/Weekly Rehearsals only. **No Recital Bookings**

Beginning 1/22/24: Undergraduate Recitals and all other Conservatory performances

*No recitals will be scheduled during the week of finals or over the summer break.

Recital Scheduling Process:

Recitals must be scheduled at least 30 days prior to the requested performance date. Students may secure a recital date, time, and location with the Conservatory Scheduling Office by following these steps. No more than three simultaneous recitals may take place at any given time and location.

- 1) Students will schedule a Zoom meeting with the Conservatory Scheduling Office with this link:

<https://calendly.com/umkcconservatoryscheduling>

- 2) Once a meeting is scheduled, students will select a range of recital dates that are approved by their appropriate applied faculty member. Dates may be selected using this link to our calendar: [Grant Hall and White Hall 2023-24](#) . This calendar is live. Students should note that chosen dates may get filled prior to your meeting. This is the reason we suggest students come with several possible dates from which to choose.
- 3) Students will select a Recital Production Level. Note: As required by NASM, all graduate degree recitals must be recorded by Conservatory Sound Engineers for archive purposes.

Level 1: Noon, 2:30, 5:00, & 7:30 recital times (Including all off-campus recitals)

- No stage manager
- Conservatory Recording (required for all degree recitals)
- Streaming if selected by student - Additional fees will apply
- Basic lighting control
- Electronic program only
- Recital Fees - \$95

Level 2: only offered for 5:00 & 7:30 On campus recitals

- Stage Manager
- Standard Recital Lighting Control from SM position
- Conservatory Sound Engineering and Streaming
- Electronic and printed programs
- Recital Fees - \$195

- 4) Students will complete the scheduling process and be notified of recital fees during this Zoom meeting. A confirmation email will be sent to the student.
- 5) Any changes to the confirmed date, time, and/or location, will result in an additional fee of \$25 charged to the student.
- 6) No recitals will be scheduled within 30 days of the requested performance date.
- 7) Recitals are limited to 90 minutes in duration, inclusive of an intermission.
- 8) Students performing off campus recitals will be provided with a QR code for electronic programs. Off campus recitals will be staffed by an audio engineer when selected.
- 9) Students will have 2 hours of rehearsal time, which may be non-contiguous, and are inclusive of a “dress rehearsal”, in the chosen hall for all on campus recitals. Scheduling of rehearsal date(s) and time(s) will be instigated by the student via email to the Conservatory Scheduling Office

using this link umkcconservatoryscheduling@umkc.edu 30 days before the scheduled recital date.

- 10) The Conservatory Scheduling Office is not responsible for rehearsals in off campus recital locations. Stage crew will not be available to staff dress rehearsals, and any sound reinforcement/playback needs must be addressed with the sound/recording personnel 14 days prior to your dress rehearsal. Standard studio fees of \$60/hour will apply.
- 11) Students with on-campus recitals will have access to the performance hall one hour before the event's scheduled start for setup, rehearsal, and sound check. This time can also be used to meet with your stage manager (Level 2 recitals only), and sound engineer to review your performance needs.

Recital Cancellation or Rescheduling:

Student recitals canceled or rescheduled 30 days or more prior to the performance date will be charged a \$25 fee. Recitals cancelled within a window of 30 to 14 days prior to the performance date may be eligible for a refund of up to 50% of their total recital charges. Any recitals cancelled within 14 days of the performance date will not be eligible for a refund. In the case of cancellation due to an emergency medical situation, a doctor's note will be required for consideration of any amount of refund. Students will be charged a \$25 fee anytime they reschedule a confirmed recital date and time.

Recital and Equipment:

Standard recital equipment includes one grand piano, 10 music stands, and 10 chairs. Any additional equipment requests must be listed on your Student Recital Tracking Form at the time of booking. Late requests will not be considered.

Audio/Video Recording:

The University of Missouri System holds licenses with both ASCAP and BMI. To comply with those licenses, and to meet NASM standards required for all degree recitals, the UMKC Conservatory maintains an archive of all student recital audio recordings. Student recital fees cover all required archive materials. If you have been given permission to self-record the performance, you must submit a sound file for archive purposes. [Click here for sound file submission requirements.](#) Failure to do so may result in an incomplete file, which may delay graduation, or may require that the recital performance be repeated

Programs:

Student recital program information **must be submitted 30 days prior** to the confirmed recital date. Conservatory produced programs are required for all degree recitals whether performed on or off campus. Only non-degree, off campus recitals are exempt from this requirement. Program fees provide the student with 25 printed copies of their program, and/or a QR code for electronic download. This fee

also includes listing of your recital on the Conservatory website, online calendar, and mobile applications. Click this link for [Recital Program Submission Form](#) and requirements for recital program information. Late submission of materials will result in a student having to produce their own program, providing the Programs Office with 10 copies of your program no more than 5 days following your performance.

Receptions:

The lobby area outside of White Hall, and the student lounge on the second floor of Grant Hall are available for receptions following recital performances. Students are solely responsible for set up and clean up. Alcohol is prohibited at student receptions.