



Student Recital Scheduling Procedures

Updated 8.30.24

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 2024:

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

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

Beginning 8/14/24: Master's and Performer's Certificate Student Recitals

Beginning 8/21/24: Chamber Music Performances/Weekly Rehearsals only. **No Recital Bookings**

Beginning 8/28/24: Undergraduate Recitals and all other Conservatory performances

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

Spring Semester 2025:

Beginning 11/27/24: Recitals within the first 30 days of the spring semester/All faculty bookings

Beginning 1//2/25: Doctoral and Artist Certificate Student Recitals

Beginning 1/8/25: Master's and Performer's Certificate Student Recitals

Beginning 1/16/25: Chamber Music Performances/Weekly Rehearsals only. **No Recital Bookings**

Beginning 1/22/25: 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 emailing umkcmusscheduling@umsystem.edu. We offer Recitals at 12pm, 2:30pm, 5pm and 7:30pm depending on hall availability.

Students will select a Recital Production Level:

Level 1: \$95 includes:

- QR program
- Audio Recording
- Video Recording and printed programs are available ala carte

Level 2: \$195 includes:

- Stage Manager
- Standard Recital Lighting Control from SM position
- Conservatory Sound Engineering, Video Recording and Live Streaming
- Electronic and printed programs

- Any changes to the confirmed date, time, and/or location, will result in an additional fee of \$25 charged to the student.
- No recitals will be scheduled within 30 days of the requested performance date.
- Recitals are limited to 90 minutes in duration, inclusive of an intermission.

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. All dress rehearsals can be scheduled 30 days prior to the recital date by emailing umkconseratoryscheduling@umkc.edu.

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 prior to your dress rehearsal. Standard studio fees of \$60/hour will apply.

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. In the case of cancellation due to an emergency medical situation, a Dr's. note will be required for consideration of any amount of refund.

Recital and Equipment:

Standard recital equipment includes a 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.

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, and a \$30 archive fee.

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.