GUIDELINES/CHECKLIST FOR STUDENT DEGREE RECITAL

The School of Music, in cooperation with Performance Facilities, is happy to work with you towards completion of your degree recital. The following is a checklist of items to help ensure a successful completion of your recital.

☐ Have your Professor email Jan Ives (School of Music Advisor) at janet.ives@wichita.edu granting permission to enroll in the appropriate degree recital.
   • Performance Facilities will be provided a list of students enrolled for degree recitals. *Students not showing enrollment in the appropriate degree recital will not be allowed to schedule.*

☐ Confirm with your Professor possible dates for your recital and discuss committee members.

☐ Meet with Performance Facilities to schedule recital date & dress rehearsal. The Performance Facilities Business Office is located in DFAC Room C-131 (at south building entrance by the Box Office) or 978-3587.
   • Junior and Senior degree recital times are every Tuesday, Wednesday & Thursday from 1:30-2:20 pm and may be scheduled in either Wiedemann Hall or Miller Concert Hall.
   • The School of Music will pay the labor & facility costs of a degree recital performed at these times. *Any undergraduate student scheduling a Junior or Senior degree recital in the evening or on weekend will be assessed a $150 fee.*
   • A Graduate degree recital may be scheduled outside of these designated times based upon hall availability and as long as it is within the policies of the School of Music.
   • Students are allowed up to 4 hours of rehearsal time if the hall is available. It is suggested that the rehearsals be split into two hour blocks if all four hours are requested.
      ▪ Only one rehearsal designated as a dress rehearsal will be staffed by stage personnel.
      ▪ Any other rehearsals will require your faculty sponsor to check out a key from Performance Facilities and be present during these rehearsals.

☐ Complete Technical Worksheet in full, which you will receive when scheduling your recital.
   • This form must be returned to Performance Facilities no later than 3 weeks prior to your dress rehearsal. *Failure to return this form by the due date could put your recital at risk of being cancelled.*
   • If you elect to have your recital audio recorded, you are responsible for payment of a recording charge of $70.00 plus tax which is due to Performance Facilities one week prior to your recital performance.
      ▪ Costs will include all recording labor, fees and one Master CD.
      ▪ Additional CD copies may be ordered at the cost of a standard CD copy.
   • If payment for recording is not received one week prior to your recital, the recording cost will increase to $80.00 plus tax.
   • Recordings will not be released until payment has been made.

☐ All program information must be provided in electronic format to Milissa Hawkins milissa.hawkins@wichita.edu in the School of Music no later than 3 weeks prior to your recital performance.
   • You will receive a response email from Milissa indicating she has received your program information.
   • If you do not receive a confirmation email from Milissa within 3 business days, you should follow-up with her assuming she did not receive your email with program information.

☐ If you require use of a Piano or Harpsichord, you must contact Milissa Hawkins who coordinates with the Piano Technician at 978-6431 or milissa.hawkins@wichita.edu.

☐ If you wish to use the Grand Marcussen Organ, you must be given permission by the Organ Professor (Lynne Davis) at 978-6218 or lynne.davis@wichita.edu. This is to ensure the safety and security of the instrument.

08/08/2014
Name & Student ID: 

College Level (Jr/Sr/Grad):

Discipline: 
(Voice: Soprano, Tenor, etc.; Instrumental: Trombone, Flute, etc.)

Address: 

Telephone: 

Email: 

Instructor: 

Your scheduled reservations are noted below:

<table>
<thead>
<tr>
<th>For Office Use Only</th>
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</thead>
<tbody>
<tr>
<td>Recital Date/Time:</td>
</tr>
<tr>
<td>Dress Rehearsal</td>
</tr>
<tr>
<td>Date/Time:</td>
</tr>
<tr>
<td>Other Rehearsal Date(s):</td>
</tr>
</tbody>
</table>

LOCATION: 

☐ Wiedemann Hall

☐ Miller Concert Hall

PLEASE NOTE THE FOLLOWING:

• If you must reschedule your recital, you may do so **one** time without incurring an Administrative Fee of **$50.00**. Subsequently, the $50.00 fee will be assessed for **each** schedule change. This fee will not be assessed for dress rehearsals, but rescheduling rehearsals is strongly discouraged.

• CANCELLATIONS: Performance Facilities must be advised of a recital cancellation no later than **one week** prior to the scheduled dress rehearsal. Failure to do so will result in a cancellation fee of $75 billed directly to the student.

• DUE DATE FOR TECH WORKSHEET TO BE RETURNED: ____________________________

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I have received and read the Guidelines/Checklist for Student Degree Recitals. I understand and agree to the requirements stated within those guidelines and to the rescheduling and cancellation policies defined above.

Signature: ____________________________

Printed Signature: ____________________________

ACKNOWLEDGED BY: ____________________________