

2024-25 Policy on Student Recitals & Event Scheduling

Dear Incoming and Returning School of Music Students,

This document outlines the Boston University School of Music Policy for Student Recitals and Event Scheduling. Please read all the below information carefully before scheduling a recital or other School of Music event. Compliance with this policy is mandatory, and failure to adhere to its guidelines may result in the denial or cancellation of recitals or events.

Student Recitals

Recitals will be scheduled in the order of graduation priority found below:

Fall 2024 – Recital Booking Start Dates

Senior: Monday, September 16, 2024

DMA, Performance Diploma, and Artist Diploma: Wednesday, September 18, 2024

Masters: Friday, September 20, 2024

Junior: Tuesday, September 24, 2024

Spring 2025 – Recital Booking Start Dates

Senior: Monday, October 28, 2024

DMA, Performance Diploma, and Artist Diploma: Wednesday, October 30, 2024

Masters: Friday, November 1, 2024

Junior: Tuesday, November 5, 2024

These are priority windows. We will only start booking the specific degree levels based on the list above. All recitals are booked on a first come, first served basis; first, within your priority window and as they are received once those windows have closed. You may schedule your recital any time after your degree start date listed above, but we highly recommend scheduling as early as possible, as spaces fill up quickly.

You must schedule your dress rehearsal and recital at the same time. After 15 business days of receiving your confirmation email, recital and dress rehearsal dates/times cannot be altered except in the case of emergency as determined at the sole discretion of the Production Department.

Number of Student Recitals Allowed per Week

Degree Recitals

- No more than 15 student degree recitals will be scheduled for any given week, except for:
- Thanksgiving Week (Sunday, November 24 – Tuesday, November 26): no more than 5 Student Degree recitals. No events will be scheduled during Thanksgiving break (Wednesday, November 27 – Sunday, December 1).

- Period between fall and spring semesters (Monday, December 16 – Monday, January 20): none
- Spring break week (Saturday, March 8 – Sunday, March 16): none. Recitals scheduled for March 7 must conclude by 5pm.
- After Spring Break to Commencement (Monday, March 17): increase to 20 Student Degree recitals per week.
 - Important: Degree recitals for students intending to graduate in May must be complete no later than the final day of classes (Thursday, May 1).

Junior Recitals

Juniors can choose from the following options for their recitals:

- A full recital booked through the scheduling office.
- A half recital shared with another junior. Both students must book this recital together through the scheduling office.
- An outreach concert scheduled through Barbara Raney.
- As part of a junior group recital evening (dates TBD). The junior Voice group recital evening will be scheduled within the Voice Department.
 - The scheduling guidelines described in Degree Recitals also apply to junior recitals when they are booked through the Scheduling Office.

Non-Degree Recitals

Based on the size of our undergraduate classes, no more than 30 non-degree student recitals will be scheduled **per academic year**. Student non-degree recitals must be scheduled for these time periods:

- Final 3 weeks of Fall semester (Sunday, November 24 – Wednesday, December 11): no more than 3 student non-degree recitals per week.
- 3 weeks immediately following spring break (Monday, March 17 – Saturday, April 5): no more than 5 recitals per week.
- Week following last day of classes (Sunday, May 4 – Saturday, May 10): no more than 6 recitals.

Recital Locations

Degree recitals at the School of Music may take place in the Concert Hall or Marshall Room only. Concert Hall events are scheduled to begin at 2:00, 4:00, 6:00, or 8:00 PM, while start times for events in the Marshall Room are 2:30, 4:30, 6:30, and 8:30 PM. Recitals scheduled in locations other than the Concert Hall or Marshall Room will receive limited production support.

Junior and non-degree recitals may not take place in the Concert Hall. The preferred venues for junior and non-degree recitals are Room 167 and Room 171. Start times vary depending on room availability. Junior and non-degree recitals receive neither stage crew support nor printed programs.

Academic Credit

- To gain academic credit for your recital (ensuring your recital is on your transcript), you **must** fill out the appropriate administrative form(s) and submit them to the Academic Coordinator's

Office (CFA 240). This must be done upon passing your recital permission. Your recital **will not** go on your academic transcript without submitting these proper forms to the Academic Coordinator's Office.

- Said recital forms and specifications are on the [SOM Forms & Resources Page](#) for Students

Production Support

Stage Crew

A [Production Form](#) & [Recital Program Request Form](#) must be filled out for every recital held in an approved School of Music space. Once you have received your recital date, you must submit a production form no later than two weeks before your dress rehearsal date. You will not receive programs or stage crew support if you fail to submit these materials two weeks before your dress rehearsal. Production Forms are located outside of B07. Completed forms should be returned to the envelope posted outside of room B07. Production Forms can also be found on the CFA website:

Production Form:

<https://www.bu.edu/cfa/files/2023/07/Recital-Production-as-of-June-2023.pdf>

Recital Program Request Form:

<http://www.bu.edu/cfa/news-events/venues/somproductioninfo/program-request-form/>

Filling out these forms allows for:

- Delivery of your programs
- Stage set up
- Availability of keyboard and percussion instruments
- Piano selection (Concert Hall only)
- Arrangement of any equipment or instrument moves

PLEASE NOTE that stage crew cannot be guaranteed after the last day of classes (December 10th in the Fall, May 1st in the Spring) and NO stage crew is available during finals week and beyond (December 11th in the Fall, May 2nd in Spring). Stage crew is not available for recitals held off campus or in a venue not approved by the School of Music.

Offsite Venues

Recitals scheduled at CFA in locations other than the Concert Hall or Marshall Room will not receive production support, including stage crew and program sheets.

It is strongly recommended that students personally inspect any venue outside of CFA for suitability before booking recitals there. Particular attention should be paid to the piano to ensure it is in performance-ready condition. **The production department does not provide any support to offsite**

recitals, including program sheets and piano tunings. Note that taking School of Music instruments or equipment offsite is prohibited.

Recordings

The Production Department offers two basic recording packages for recitals. Cash, Check, and Credit Cards are accepted.

Basic audio recording (Concert Hall and Marshall Room): \$75

Multi-cam video recording & basic audio recording (Concert Hall only): \$125

Recording Request Form:

<https://www.bu.edu/cfa/files/2022/10/Recording-Request-Form-Revised-2022-1.pdf>

Note that live streaming of student recitals is currently unavailable.

Requests for recordings are made by completing a recording request form and submitting it along with payment to the Scheduling Office (B01). Forms and payment must be submitted at least two weeks prior to the concert date to schedule a recording operator. Requests submitted within two weeks of the performance will not be honored.

Audio recordings are available for events held in the CFA Concert Hall or Marshall Room only.

Recording Details:

Operators are not recording engineers, and no engineers will be present for events. Recording inputs are two non-adjustable microphones. The entire event will be recorded as a single track in an uncompressed format. The recording will be unedited, unmixed, and delivered via Google Drive. Recordings are audio only.

Note: Recordings are intended for personal use only and may not be publicly distributed without permission from applicable copyright and license holders.

Important: The School of Music reminds all students that the rights to livestream or video broadcast a performance of a work under copyright are different from live performance rights. These rights are not automatically granted by simply owning the parts; they must be obtained through a separate agreement. Students who plan to livestream or publicly broadcast their recitals themselves must include only works from editions in the public domain or those where broadcast rights are secured ahead of time in writing.

Rescheduling

Dress rehearsal and recital dates/times may be changed for any reason within the first 15 business days after receiving a confirmation email by visiting the Scheduling Office. After that, students who need to reschedule their recital to another date within the same semester must submit a petition to the Director of Production and Performance explaining the reason(s) why the recital must be rescheduled. Rescheduling petitions must be submitted at least 5 business days prior to the scheduled recital, except

in the case of emergency (as determined at the sole discretion of the Production Department). Students who need to reschedule their recital to a later semester may cancel their recital (see below). **Students may not swap rehearsal or recital times with other students.**

Please note that rescheduling petitions submitted within 5 business days of the scheduled recital (except in the case of emergency) or for the following reasons will not be considered:

- Lack of preparation
- Conflict with ensemble rehearsal, concert, or other obligation
- Unavailability of recital participants (accompanist, ensemble members, etc.)
- Outside gig or performance opportunity, including auditions
- Failed permission (see cancellations)

Students whose petitions are not considered or approved may cancel their recitals.

Important: It is the student's responsibility to check the [Ensembles Calendar](https://www.bu.edu/cfa/students/music/production-performance/ensembles-calendar-assignments-auditions/) to ensure that there are no ensemble obligations that conflict with recital and recital dress rehearsal dates.

Ensembles Calendar:

<https://www.bu.edu/cfa/students/music/production-performance/ensembles-calendar-assignments-auditions/>

No requests to be excused from any part of a large ensemble rehearsal or performance because of a recital or recital dress rehearsal will be permitted. This policy extends to students participating in another student's recital. It is your responsibility to make sure that everyone participating in your recital is available for both the recital dress rehearsal and recital. Students participating in a recital who are in orchestra should hold all performance dates until rosters are released. Additionally, ensemble obligations are not valid excuses for rescheduling recitals and recital dress rehearsals. Such conflicts will likely result in the cancellation of the recital. If you have any questions about recital scheduling and large ensembles, please be in contact with the Ensembles Manager (Katharine Hurd, B03, khurd@bu.edu).

Ready to book your recital or event? Sign up for a time to meet with Scheduling Coordinator Brenn Parker here:



Thank you for your attention to these important details, and please do not hesitate to email the Scheduling and Programs Coordinator Brenn Parker (brenn96@bu.edu) with questions.