

## Booking a degree and non-degree recital (Fall 2019-W2020)

Students wishing to book recitals in Varner Hall should follow these instructions. Please note the following information:

- 1) Booking recitals is the responsibility of the student. Students should factor in the schedules of their faculty instructor, the panel that will adjudicate the recital, and any additional participants, should they be needed for the recital.
- 2) Recitals will be booked in the hall for 1.5 hours with a half hour set up time preceding the start time. Recitals with additional set up and tear down requirements can be approved with faculty signature.
- 3) Degree recitals will receive one stage hand and one recording worker. Non-degree recitals will receive one stage hand for recitals after 5pm (as needed).
- 4) Degree recitals will receive one four-page program. Recital Programs must be submitted two weeks prior to the recital. See Leah Ruff in the SMTD office ([lruff@oakland.edu](mailto:lruff@oakland.edu))
- 5) Only Senior Recitals and Master's Recitals may have receptions. All other degrees must have receptions off campus.

### ***Procedure for booking a degree recital for the 2019-2020 academic year:***

- 1) **During the week of September 2-7, 2019** visit the facilities manager's office to see what dates are available for the next year. Select two or three, and speak with your teacher about the possibility of those date.
- 2) **During the week of September 9-14, 2019** graduate and senior recital students may sign up for degree recitals. **Beginning September 16, 2019** all other students may sign up for recitals. Please visit the facilities manager's office to reserve a time and complete the recital booking form. This is first come first serve.
- 3) Fill out the recital booking form and get the required signatures.
- 4) **Seniors and Graduate students** - Return the form **by September 9** and book a dress rehearsal time. **All other students – return your forms by September 30.** Failure to return the form in a timely manner will result in the recital being removed from the calendar or that your preferred date is no longer available.

### ***Procedure for booking a non-degree recital:***

- 1) Visit the facilities manager's office, reserve a time and get a recital booking form. A student can only book a non-degree recital for the current academic year.
- 2) Fill out the recital booking form and get the required signatures.
- 3) Return the form and book a dress rehearsal time.