

Extraordinarily Important Phone Numbers and Email Addresses  
SCHOOL OF MUSIC  
PRODUCTION DEPARTMENT

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Room 240

**Tuaha Khan, Stage Manager**  
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Room 153

**Kyle Westloh, Head Recording Engineer**  
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Recording Studio  
Room 189

**Roberto Toledo, Recording Engineer**  
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Recording Studio  
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**Martin Snow, Keyboard Technician and Restoration**  
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**Sandra Wein, Scheduling and Programs Coordinator**  
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Room 240



How to book a degree and non-  
degree recital at the  
Boston University  
School of Music  
Fall 2005

(Don't panic. It's really not that hard.)

## SCHEDULING YOUR RECITAL

1. Figure out 3 dates and times [with only one of these on a weekend] that will work for you.

a. Talk to your parents, teachers, friends and accompanist to figure out what their schedules are. And then check the dates again. Then, yes, check them one more time. Please.

2. Book the recital online, through the School of Music website beginning **Saturday, September 17, 2005 at noon**. This is easy if you follow the directions.

3. Congratulations! You have booked your recital. Now, there are 3 groups of people you need to see **AT LEAST 3 WEEKS** before your recital:

a. **Kyle Wesloh or Roberto Toledo, Recording Studio Engineers [Room 189]**. We assume that you do NOT want your recital recorded. If you want your recital recorded, you must speak with either Kyle or Roberto 3 WEEKS before your recital date.

b. **Tuaha Khan, Stage Crew Manager [Room 153]**. There is a sheet you need to fill out, indicating how you would like the stage set up for your recital and which piano you are using. These are located outside of Tuaha's office.

c. **Sandy Wein, Scheduling and Programs Coordinator [Room 240]**. Here, you will need to do 2 things:

1. Schedule a dress rehearsal. Again, check with your accompanist and teacher to find a few times that work for everyone.
2. Hand over your program information by sending Sandy an email with the following information:

- i. Your name as you would like it to appear in the program, along with your phone number and email address;
- ii. repertoire complete with composer's names and dates;
- iii. movements;
- iv. the names of any other performers;
- v. the degree you are receiving; and
- vi. your teacher's name.

## RESCHEDULING or CANCELLING YOUR RECITAL

So, you have to reschedule or cancel your recital, do you?

1. This must be done **AT LEAST ONE MONTH** in advance of your recital date.

2. If you have scheduled your recital in the Concert Hall, you will not be able to re-schedule in the Hall. You must perform your rescheduled recital in the Marshall Room, or another venue.

3. Your new recital date will not be confirmed until you complete the following tasks:

a. See Sandy in the Production Office for a Recital Change/Cancellation Confirmation sheet. This sheet requires the signatures of:

- i. The Recording Studio, either Kyle Wesloh or Roberto Toledo;
- ii. Tuaha Khan, Stage Crew Manager; and
- iii. Your teacher.

You have **ONE WEEK** to get these signatures.

b. Return your completed sheet to Sandy and she will confirm your new recital time or recital cancellation for you.

## A few notes on non-degree recitals

1. You use the same online system to book non-degree recitals as you use for degree recitals.

2. Non-degree recitals do not take place in the Concert Hall.

3. None of the accompanying paperwork needs to be filled out because you will not have stage crew nor programs for your non-degree recital.

4. If you want your non-degree recital recorded, you still must confirm this with the Recording Studio at least 3 weeks prior to your recital.