

2016-17 Policy on Scheduling Events

Dear Incoming and Returning School of Music Students,

Over the course of the next few weeks you will be receiving emails with vital information pertaining to our scheduling policies here at Boston University. Please take the time to read these policies to ensure that we have a smooth transition into the fall semester.

To request a recital date please click [here](#).

Please read through the recital booking information before filling out the Recital Request Form found at the bottom of the page. Once the form is submitted you will be asked to print and hand in to the Scheduling Office the Recital Signature Agreement. Only when your signed and completed Agreement is handed in will your recital be scheduled. Recitals will be scheduled in the order of graduation priority found below:

Fall 2016 – Recital Booking Start Dates

Senior: Thursday, September 15th

DMA, Performance Diploma, and Artist Diploma: Monday, September 19th

Masters: Wednesday, September 21st

Junior: Friday, September 23rd

Non-degree: Tuesday, September 27th

Spring 2017 – Recital Booking Start Dates

Senior: Thursday, November 3rd

DMA, Performance Diploma, and Artist Diploma: Tuesday, November 8th

Masters: Friday, November 11th

Junior: Wednesday, November 16th

Non-degree: Monday, November 21st

These are priority windows. You may turn in the form at any time; however, 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 must schedule your dress rehearsal and recital at the same time. After 7 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 20 – Tuesday, November 22): no more than 5 Student Degree recitals. No events will be scheduled during Thanksgiving break (Wednesday, November 23 – Sunday, November 27).
- Period between fall and spring semesters (Wednesday, December 21 – Wednesday, January 18): none
- Spring break week (Saturday, March 4 – Sunday, March 12): none
- Beginning six weeks immediately preceding Commencement (Sunday, April 9): 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 (Wednesday, May 3).

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, December 4 – Wednesday, December 21): no more than 3 student non-degree recitals per week
- 3 weeks immediately following spring break (Monday, March 13 – Saturday, April 1): no more than 5 recitals per week
- Week following last day of classes (Sunday, May 7 – Saturday, May 13): 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 or Marshall Room. 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.

Production Support

Stage Crew

A Production 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 sheet 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 downloaded here:

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

Filling out the sheet 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 12th in the Fall, May 3rd in the Spring) and NO stage crew is available during finals week and beyond (December 16th in the Fall, May 8th in Spring). Stage crew is not available for recitals held off campus or in a venue not approved by the School of Music.

Recordings

If you would like to have your recital recorded you should speak directly to Shane McMahon, manager of the Media Production Studio at least two weeks before your recital. Shane can be reached at smcm@bu.edu.

Recording fees for 2016-2017 are as follows:

Audio Only: \$50/hr

Audio and 1 Video Camera: \$75/hr

Audio and 3 Video Cameras: \$100/hr + hourly editing charges *

* Subject to engineer availability

Editing: \$50/hr

[Media Production Studio page](#)

Important: It is your responsibility to check the Ensembles Calendar for potential conflicts with your recital and dress rehearsal date. Recitals and recital dress rehearsals are not valid excuses for missing ensemble obligations. The Ensembles Calendar can be found here:

<http://www.bu.edu/cfa/current-students/music-resources/ensembles>

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