

2025-26 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 by appointment in the order of graduation priority found below:

Fall 2025 – Recital Booking Dates

Early Access Scheduling for all students, regardless of degree: Monday, August 11 – Wednesday, August 27, 2025

No Recital Scheduling will take place Thursday, August 28 – Friday, September 12
Scheduling resumes for all students, regardless of degree: Monday, September 15

Spring 2026 – Recital Booking Start Dates by degree priority

Senior: Monday, October 20, 2025

Graduating DMA/MM/PD: Thursday, October 23, 2025

All other DMA/MM/PD/AD: Wednesday, October 29, 2025

Junior: Wednesday, November 5, 2025

Students will receive an email link to schedule their appointment one week prior to the start of their degree priority window. The email will also include the **Recital Availability Calendar** and a **form to request date options**. Please note that the Availability Calendar updates frequently, and you may only request dates that are marked “Open”. Students should come to their meeting prepared with the general availability of their studio professor, accompanist, and other recital participants.

Due to the high demand for recital slots in April and May, it is strongly recommended that all recitals for 2025-26 be scheduled before Spring Break (March 2026). **The production department cannot guarantee space availability for requests made after spring break.**

You must schedule your dress rehearsal and recital at the same time. After 10 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.

Recital Pianist: You may request to have a SOM pianist assigned to your recital through the Keyboard Department (instructional email and policies sent to all applied students). *If you are assigned a pianist who cannot attend your already-scheduled recital/dress rehearsal dates, please contact Scheduler Brenn Parker at brenn96@bu.edu immediately.

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 23 – Tuesday, November 25): no more than 5 Student Degree recitals. No events will be scheduled during Thanksgiving break (Wednesday, November 26 – Sunday, November 30).
- Period between fall and spring semesters (Monday, December 15 – Monday, January 19): none
- Spring break week (Saturday, March 7 – Sunday, March 15): none. Recitals scheduled for March 6 must conclude by 5pm.
- After Spring Break to Commencement (Monday, March 16): 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, April 30).

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. The Junior Voice group recital 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.
- Juniors may schedule full recitals in the Marshall Room for performances occurring before spring break only. Juniors may schedule half recitals in the Marshall Room for performances occurring before spring break or for any of the following Sundays at 11am and 12:30pm: March 22, 29; April 12, 19, 26.

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 (Monday, November 24 – Wednesday, December 10): no more than 3 student non-degree recitals per week.
- 3 weeks immediately following spring break (Monday, March 16 – Saturday, April 4): no more than 5 recitals per week.
- Week following last day of classes (Monday, May 4 – Friday, May 8): no more than 6 recitals.
- Non-degree recitals may not take place in the Marshall Room or Concert Hall and must take place in either an off-site venue or classroom.

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. Dress Rehearsals must take place prior to 6pm. Recitals scheduled in locations other than the Concert Hall or Marshall Room will receive limited production support.

DMA Lecture recitals take place in a CFA classroom of choice and are booked through the Scheduling Office at any time.

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, Room 171, and Booth Theatre Lobby. Start times vary depending on room availability. Non-degree recitals receive neither stage crew support nor printed programs. Junior recitals may take place in the Marshall Room according to the guidelines above, while non-degree recitals may not. **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.**

Offsite Venues

Students wishing to perform in the Booth Theatre, Yan Luo Lobby at 820 Commonwealth Avenue must reach out to Matthew Holzaepfel (mdh22b@bu.edu). For information on performing in Marsh Chapel 735 Commonwealth Avenue, please refer to [this webpage](#). **Recitals scheduled in the Booth Theatre Lobby, Marsh Chapel, or any other non-CFA venue must be communicated to Scheduling Coordinator Brenn Parker (brenn96@bu.edu).**

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.**

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 forms can be found on the [SOM Forms & Resources Page](#) → "Recital Forms & Paperwork"

Rescheduling

Dress rehearsal and recital dates/times may be changed for any reason within the first 10 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 and reschedule in a CFA classroom or offsite venue within the same semester.

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).

Cancellations

Students may cancel their dress rehearsals and/or recitals by contacting the Scheduling Office at least 2 business days prior to the rehearsal/recital date. Canceled dress rehearsals will not be rescheduled. If a recital is canceled, it must either be rescheduled to a later semester or take place off campus. **Off campus recitals do not receive production support.** Students who fail their recital permissions must inform the production department to cancel their recitals.

Failure to Show

Students who do not show for their scheduled dress rehearsal may not receive production support, including stage crew, for their recital. **Students who do not show for their scheduled recital may not receive production support, including stage crew and program books, for future recitals.**

Production Support

Stage Crew

A [Production Form](#) **must** be filled out for every recital held in the Concert Hall and Marshall Room. 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 B-02. Completed forms should be returned to the envelope posted outside of room B-07. 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:

[Recital Procedures | College of Fine Arts](#)

Filling out these forms allows for:

- Delivery of your programs
- Stage set up
- Availability of keyboard and percussion instruments
- 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, April 30th in the Spring) and NO stage crew is available during finals week and beyond (December 11th in the Fall). Stage crew is not available for recitals held off campus or in a venue not approved by the School of Music.

Keyboard Usage

There are two American Steinway pianos in the Concert Hall. Piano 1 is the default instrument for all recitals. Piano 2 is used for recitals only when two pianos are required.

There is one American Steinway in the Marshall Room. No other piano is available.

Students who require fortepiano or harpsichord must contact the production department at least 2 full weeks in advance of the recital date to help ensure availability and tuning. Please note that all recitals using fortepiano or harpsichord must take place in the Concert Hall or a first-floor classroom.

Pianists expecting to perform repertoire for “prepared piano” must communicate in advance with Director of Production [Christopher Dempsey](#). Please note that all recitals using prepared piano (including string plucking, strumming, or other non-traditional playing) must take place in the Concert Hall.

CFA Production Team reserves the right to change assigned and/or requested keyboards to accommodate maintenance and availability needs.

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.

Receptions

Post-concert receptions may take place in student lounges on the first or second floor. No receptions may take place in the hallways outside the Concert Hall or Marshall Room as they can disrupt other recitals.

Do not bring alcoholic beverages to receptions. The consumption of alcoholic beverages is prohibited in public areas, including any part of CFA, per [Boston University policies](#) and Boston City regulations.

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.