

STUDENT RECITAL POLICIES AND PROCEDURES

STANDARD FEE: The standard recital fee is \$80.00. Only checks or money orders made payable to "UC Regents" will be accepted. (No Cash) **The recital fee is non-refundable.**

SCHEDULING: All recitals must be scheduled through Patrick Chose in Room 1251, Music Building. The recital fee must be paid at the time of scheduling. Recitals will not be scheduled without payment. Scheduling should be done as early as possible but must be at least six weeks prior to your performance date.

SCHEDULING HOURS: 9:00AM - 3:00PM, Monday - Friday

RECITAL PERIODS: Recitals may be scheduled during the first seven weeks of instruction for the fall and winter quarters and during the first eight weeks of instruction for the spring quarter. Students with special circumstances who wish to have a recital during the final weeks of the quarter must, with the advisor's approval, petition in writing and receive approval from the Department Chair.

CANCELLATIONS AND RESCHEDULING: Cancellations will result in the **forfeiture of the recital fee**. Only medical or family emergencies will be honored for cancellation; **faculty changes do not fall under this category**.

RECITAL VENUE: Underclassmen have full use of Geiringer Hall and Room 1145. Seniors and graduate students have the option of performing in Lotte Lehmann Concert Hall.

PUBLICITY: All publicity must be approved by Patti Hopper, Director of Marketing, Publicist, Music Bldg. rm. 1169. Students should meet with Patti as soon as possible to discuss publicity needs.

SERVICES PROVIDED IN THE STANDARD FEE:

- For the standard \$80.00 fee the music department will provide the following:
- One rehearsal of up to two hours
- One public performance of up to two hours
- A CD Recording of the concert for the Department of Music Archives
- When available, percussion gear may be used with the written consent of the percussion ensemble director.
- Piano Tuning
- 50 Xeroxed Flyers
- Campus Distribution of Flyers
- 100 Single Sided 8 1/2" x 11" Program

STAFF PROVIDED IN THE STANDARD FEE:

For the standard \$80.00 fee the music department will provide the following:

- Stage Manager for up to six hours including rehearsal
- House Manager for up to four hours for LLCH with usher for up to four hours
- Recording Technician for up to three hours for the performance

EQUIPMENT PROVIDED IN THE STANDARD FEE:

For the standard \$80.00 fee the music department will provide (if needed) the following:

- Platform Risers, Choral Risers, Standard Concert Lighting, Music Stands, Music Stand Lights, Chairs, Orchestra Shell, Piano, Harpsichord.

SERVICES NOT PROVIDED IN THE STANDARD FEE:

The standard \$80.00 fee does not include the following:

- More than one rehearsal
- More than a two hour rehearsal
- Multiple copies of the CD recording
- Video recording
- Posters
- Multi-colored Flyers
- Print or Broadcast Advertising
- Copying of program notes or text translations
- Off Campus Flyer Distribution

STAFF NOT PROVIDED IN THE STANDARD FEE:

The standard \$80.00 fee does not include the following:

- Stage Manager for more than six hours
- House Manager for more than four hours
- Usher for more than four hours
- Recording Technician for more than three hours
- Additional stage hands
- Additional ushers
- Projectionists

EQUIPMENT NOT PROVIDED IN THE STANDARD FEE:

The standard \$80.00 fee does not include the following:

- Special Lighting, Scenery, Dance Floor, Projection Equipment, Sound Reinforcement or Playback, Costumes, Recording in a format other than CD.

FORMS REQUIRED: Scheduling Approval Form, Concert Equipment Request Form. These can be obtained through Patrick Chose.