



Northwestern

BIENEN SCHOOL OF MUSIC

Student Recital Scheduling Guidelines

(Fall 2026)

For
**Graduate
Conducting
& Composition
Recitals**

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Introduction

Northwestern's Henry and Leigh Bienen School of Music presents more than 250 recitals each year. It recognizes the unique challenges faced by graduate conducting and composition students in the recruitment and coordination of recital personnel. The enclosed guidelines—published by the Concert Management Office (CMO)—were designed specifically for students confronting these conditions.

Conducting & Composition

The following student recital policies are specific to graduate conducting and composition students.

1. **Venue access** – Conducting students, regardless of degree program, are not restricted in their choice of venue when scheduling *degree* recitals (p. 4).
2. **Recital scheduling periods** – Requests for all graduate conducting and composition *degree* recitals are accepted earlier than standard requests (p. 4).
3. **Dress rehearsal** – May be scheduled concurrently with recital dates (p. 4).
4. **Recital length** – Students are **NOT** restricted to using posted recital slots; however, concerts should not exceed two hours in length, including intermission (p. 4).
5. **Expanded recital programs** – Students may submit a personnel list and program notes, along with repertoire, to be included in a program designed by CMO (p. 6).

Eligibility Requirements

General Requirements

To perform a recital in a Bienen School performance venue, students must meet the following requirements.

1. **Academic standing:** Maintain good academic standing as defined by Northwestern and the Bienen School.
2. **Applied study:** Be registered for applied study at Northwestern in the quarter the recital is given—*exception: DMA/PhD candidates who are approved for continuation.*
3. **Approvals:** Final recital date and repertoire must be approved by the student's applied professor.
4. **Purpose of venue:** Recital dates are non-transferable and confirmed recital times cannot be used for another reason (e.g., recording).

Recital Status

The categories below are used to designate student recitals for scheduling purposes and may not reflect terminology used by specific areas of study for Doctor of Musical Arts (DMA), Doctor of Philosophy (PhD), and Master of Music (MM) degrees.

Degree Recital

Required for completion of a graduate conducting or composition degree in the Bienen School and includes:

- **DMA (CONDUCT 580)** – Three full-length conducting recitals
- **PhD (MUS_COM 580)** – One full-length recital of works, approximately 60 minutes of music
- **MM (CONDUCT 480)** – Two full-length conducting recitals

Informal Recital (305)

Not mandatory for completion of degree requirements but may be required by the applied professor or given with their approval; **may only be given in Bienen venues during fall and winter quarters.**

All recitals scheduled in Bienen venues using the process outlined in this policy guide must be registered in CAESAR.

DMA Lecture/Recital Option

Conducting students presenting a Lecture/Recital as part of their degree requirements should consider **McClintock Choral/Recital Room**, or **Regenstein Master Class Room** as their venue. **Use of a projector and screen in Galvin, Pick-Staiger, or the Opera Theater for student recitals is NOT permitted.**

Online Portal

Students are required to submit all of their recital materials using the electronic forms listed below, which can be found online at <http://music.northwestern.edu/student-recitals>.

- [Student Recital Request Forms](#)
- [Student Recital Contract Form](#)
- [Recital Program & Web Copy Form](#)
- [Dress Rehearsal Request Form](#) (optional)

Determine Recital Needs

Requests for Technical Services and Keyboard Instruments must be made in the [Recital Request Form](#) to ensure recitals are scheduled in venues most appropriate for the recital's needs. All requests must be approved by the [Keyboard Maintenance Department](#), [Music Technical Services](#), and [Concert Management Office](#).

Keyboard Instruments

Recitalists may be asked for piano preferences, specialty keyboard requests, and tuning needs.

Lids may **not** be removed from any keyboard instrument, and any preparation to pianos must be approved in advance. Only the “**Davis**” in Galvin and “**Oldberg**” in Pick-Staiger are allowed to be prepared. *Piano tuning occurs regularly—once or twice a week—depending on frequency of use.*

Use of the **Klop** continuo organ (often referred to as the “chamber organ”) is exclusive to Galvin, the **Opera Theater**, and Pick-Staiger, and must be approved with Keyboard Maintenance and CMO, as it is stored at Alice Millar Chapel and is in high demand. Use of the Galvin **Irvin** double-manual harpsichord or Regenstein MCR’s **Zuckermann** single-manual harpsichord must, also, be approved by Keyboard Maintenance and CMO. *Please request your recital venue in accordance with your desired instrument, and have all tuning and temperament information on hand when completing the Recital Request Form.*

Any requests made after a recital has been assigned must be emailed to [Bienen Student Recitals](#) no later than two (2) weeks in advance of the recital. Approval or denial will be communicated via email.

Audio & Visual Services

Musical Amplification

Use of sound reinforcement of any kind (e.g., microphones) requires advance permission and is available only in **Pick-Staiger** or **Galvin**. Failure to request equipment in advance may result in services or equipment being unavailable for a recital and/or dress rehearsal. *Please request your recital venue in accordance with your desired technical support needs, and be prepared to provide a detailed description, including instruments or voice types to be amplified and number of microphones.*

Audio Playback

Use of audio playback requires advance permission and is available only in **Pick-Staiger**, **Galvin**, **McClintock**, or **Regenstein MCR**. Be prepared to provide a detailed description, including the playback device (e.g., laptop) and type of audio output (e.g., 1/8” TRS headphone jack, HDMI) you plan to use.

Audio Playback in **Pick-Staiger** and **Galvin** will be offered with the assistance of a technical staff member. Audio Playback in **McClintock** and **Regenstein MCR** is offered through the AV system in the lectern, and must be operated by the student or their designee.

Video Projection

Students who want to request use of a projector and screen should schedule their recital in **McClintock** or **Regenstein MCR**. These spaces provide easy access to equipment that can easily be operated by the student or their designee through the AV system in the lectern. *Please request your recital venue in accordance with your desired technical support needs, and be prepared to provide a detailed description, including the playback device (e.g., laptop), type of display output (e.g., Mini DisplayPort, HDMI), and whether or not your projection contains audio. Use of a projector and screen in **Galvin** or the **Opera Theater** for student recitals is NOT permitted.*

Lighting

Only standard stage lighting is provided for student recitals. Plan repertoire accordingly, as special lighting and effects are **NOT** permitted.

Significant Technical Service Requests

Technical Service Requests made through the **Recital Request Form** will be individually approved by the Technical Services Managers. *If a request requires additional context or discussion, a timely meeting with the Technical Services Managers will be required before the request is approved.*

Streaming & Recording Services

Live Streaming

Any student performing a recital in McClintock, Galvin, or Regenstein MCR may choose to have their recital live streamed from the Bienen School website at no charge. Live streams are executed with a single, fixed camera position. Each student recital's event page on the Bienen website will link directly to the venue-specific web page where the live stream is accessed. The recital can only be streamed directly from the Bienen website and cannot be embedded in any other third-party platform or website. Live streams are only accessible in real time and will not remain available to view after your recital has ended.

Video Recording of Live Stream

Any student performing a recital in McClintock, Galvin, or Regenstein MCR, who elects to have their recital live streamed, has the option to request a **video recording of the live stream**, *free of charge*. Video recordings include the continuous, unedited visuals and the audio directly from the live stream, in a single file. At this time, we are unable to accommodate further requests for additional edits, and cannot offer video recording services for students who do not want their recital to be live streamed.

Students who opt-in for live stream recording will receive an email from [Music Technical Services](#) no later than the first Friday of the following academic quarter (or the third Friday in June for Spring recitals) containing a link to download their video recording. Students will have until the end of the academic quarter following their recital (or September 1 for Spring recitals) to download their recordings, after which point their recording will no longer be accessible.

Students should not rely on recital recordings for time-sensitive audition submissions or grading purposes. Students who consider a video recording to be of critical importance may wish to consider arranging for their own recordist.

Audio Recording

Any student performing a recital in Pick-Staiger, McClintock, Galvin, or Regenstein MCR has the option to request an **audio recording** of their recital for a fee of **\$100**. Students will receive audio recordings that have been professionally edited and mastered for optimal balance, with each piece or each movement within a larger work separately tracked and numbered.

Payment of the \$100 audio recording fee is only accepted online. The deadline to submit payment is the Friday of the Finals Week in which the recital was performed. Students whose payment has been received by the deadline will receive an email from [Music Technical Services](#) no later than the first Friday of the following academic quarter (or the third Friday in June for Spring recitals) containing a link to download their video recording. Students will have until the end of the academic quarter following their recital (or September 1 for Spring recitals) to download their recordings, after which point their recording will no longer be accessible.

VENUE BREAKDOWN OF TECHNICAL SERVICES AND EQUIPMENT

Below is a helpful graphic to illustrate what is offered for recitalists in each venue.

	Live Streaming	Video Recording	Audio Recording	Musical Amplification	Audio Playback	Projections	Available Keyboards, Equipment, & Support
Mary B. Galvin Recital Hall - DMA, PhD degree recitals - Final degree MM, BM recitals - NO INFORMAL RECITALS - NO LECTURE RECITALS	✓	✓	✓	✓	✓	✗	"Poly" (9ft, glossy) "Matte" (9ft, satin) "Davis" (9ft, for extended technique) "Irvin" Double-Manual Harpsichord "Klop" Chamber Organ Celesta One stage manager One usher 40 chairs 40 music stands Conductor podium
Shirley Welsh Ryan Opera Theater - ALL degree recitals - NO INFORMAL RECITALS - NO LECTURE RECITALS	✗	✗	✗	✗	✗	✗	Steinway A (6.5ft) One stage manager One usher 30 chairs 30 music stands
McClintock Choral / Recital Room - ALL degree and informal recitals - Lecture recitals	✓	✓	✓	✗	✓	✓	Steinway B (7ft) Yamaha C3X (6ft) One stage manager One usher 30 chairs 30 music stands
Regenstein Master Class Room - ALL degree and informal recitals - Lecture recitals	✓	✓	✓	✗	✓	✓	"Henry" (9ft) "Zuckermann" Single-Manual Harpsichord One stage manager One usher 25 chairs 20 music stands Conductor podium
Pick-Staiger Concert Hall - Graduate conducting recitals - Graduate composition recitals - NO LECTURE RECITALS	✗	✗	✓	✓	✓	✗	130 (9ft, matte) Hamburg (9ft, glossy) "Oldberg" (9ft, for extended technique) "Herz" Single-Manual Harpsichord "Klop" Chamber Organ Celesta One stage manager One stage crew Two ushers 95 chairs 100 music stands Conductor podium Platform and choral risers
Alternate Venues (Non-Bienen venues) ALL degree and informal recitals	✗	✗	✗	✗	✗	✗	No keyboards or technical services are offered in non-Bienen venues.

STEP 1: IDENTIFY A RECITAL DATE

Select Date, Time, & Venue

Recital Dates and Times

Graduate conducting and composition students are given flexibility to select a recital date and time before the start of the academic year. However, recitals may **NOT** be given during the first two weeks of fall quarter, nor may they be given on or after the Friday of exam week in any quarter. Summer recitals are **NOT** permitted.

Unless approved by the Concert Management Office, recitals will start at 7:30 P.M., or also at 3 P.M. on weekends, with set-up starting two hours before and stage time provided until the house opens. A maximum of 30 minutes is provided for stage strike following the recital, which should not be longer than two hours in length.

The venue and its ancillary spaces must be cleared no later than two-and-a half hours after the recital's start time.

Recital receptions may only be held in the Pick-Staiger rehearsal room.

Bienen Recital Venues

Recital scheduling for graduate conducting and composition students in the following spaces is **subject to availability** and not guaranteed.

- **Pick-Staiger Concert Hall** – Reserved for eligible students giving DMA, PhD, or MM *degree* recitals
- **Mary B. Galvin Recital Hall** – Reserved for eligible students giving DMA, PhD, or MM *degree* recitals
- **David and Carol McClintock Choral and Recital Room** – Open to all eligible students
- **Regenstein Master Class Room** – Open to all eligible students
- **Shirley Welsh Ryan Opera Theater** – Open to all eligible students giving *degree* recitals

STEP 2: REQUEST A RECITAL DATE & TIME

Recital Scheduling Periods

Students may submit recital requests starting on the day corresponding to their recital status up through the day contract materials must be received.

Degree Recitals

Students giving *degree* recitals in fall quarter may submit their requests starting **May 1** of the previous spring quarter. Requests for *degree* recitals in winter or spring quarter may be submitted starting **August 1** of the summer before.

Informal Recitals

Students giving *informal* recitals in fall or winter quarter may submit a request starting **August 1**. **NO informal recitals may be scheduled in spring quarter.**

Recital Scheduling Ends

Contract materials must be received for each quarter as follows: **Fall recitals**, fall quarter, week 4, Friday, 5 P.M.; **winter recitals**, winter quarter, week 2, Friday, 5 P.M.; and **spring recitals**, winter quarter, exam week, Friday, 5 P.M.

Submit Recital Request

Once students have identified three possible dates, they are ready to submit their request using the electronic [Student Recital Request Form \(Conducting/PhD Composition\)](#).

Assigned recital dates are considered **tentative** until faculty approval is submitted with the recital contract.

Recital Dress Rehearsal

Graduate conducting and composition students are encouraged to provide possible dress rehearsal dates and times when submitting their request for a recital date. Students are permitted to schedule up to three (3) **consecutive** hours in the recital venue and includes time for equipment set-up and take-down.

Assignment of Recital Slot

An email will be sent—typically within two business days—listing the date, time, and venue of the assigned recital slot. Final confirmation of the slot requires completion of the [Student Recital Contract Form](#) and [Recital Program & Web Copy Form](#) prior to the posted deadline.

Confirm Your Recital

Required Contract Materials

To secure their assigned recital slot, students must complete the electronic [Student Recital Contract Form](#), which requires the following items to be submitted:

- Verification of **recital credit registration** in CAESAR
- Recital **equipment needs** (*Bienen venues only*)
- Recital **keyboard request** (*Bienen venues only*)
- Recital **technical services request** (*Bienen venues only*)
- Attestation to follow the terms and conditions of the [Recital Reception Waiver](#) (*Bienen venues only*)
- [Faculty Approval Form](#) with applied professor's signature

Also required to confirm a recital slot is completion of the [Recital Program & Web Copy Form](#) (see next section).

Deadlines

The deadlines to submit contract materials are as follows.

- **Fall** – Fall quarter, week 4, Friday, 5 P.M.
- **Winter** – Winter quarter, week 2, Friday, 5 P.M.
- **Spring** – Winter quarter, exam week, Friday, 5 P.M.

Student Recital Contract

The [Student Recital Contract Form](#) verifies the date and time of a student's recital, confirms their recital registration, collects necessary equipment needs, and requires submission of a [Faculty Approval Form](#).

Register for Recital Credit

Students should register in CAESAR for the appropriate course number, under the correct performance area, and in the quarter the recital will be given. Students performing informal recitals should register for course number 305 ("Optional Recital") in their performance area.

In the designated section of the [Student Recital Contract Form](#), students must upload verification of their registration as a PDF or screenshot of your *confirmed course schedule* (not your shopping cart). This submission must contain the student's name, confirmed recital registration, applied professor's name, and the quarter in which the recital will take place.

Indicate Equipment Needs

In the [Student Recital Request Form](#) and [Student Recital Contract Form](#), students performing in a Bienen venue will be asked to indicate the equipment needed, keyboard requests, and technical service requests for their recital.

Obtain Faculty Approval

Students must be registered for applied study during the quarter the recital is given (*exception: DMA/PhD candidates registered for continuation*), and their applied professors must sign a [Faculty Approval Form](#)—a fillable PDF found in the Online Portal—to approve the recital.

Students should upload their signed [Faculty Approval Form](#) in the designated section of the [Student Recital Contract Form](#). They also have the option to upload a PDF or screenshot of your professor's email approval, containing authorization of the recital date, time, and location.

Recital Reception Waiver

Students using Bienen School venues are required to agree to the [Recital Reception Waiver](#), **even if** they do not plan to hold a reception.

Reception Locations & Equipment

Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Reservations are **NOT** accepted for these spaces, which are subject to availability.

- **RCMA North Student Lounge**
Recitalists performing in [McClintock](#) or [Regenstein MCR](#) should use the first-floor RCMA North Student Lounge located on the north side of the building, in front of McClintock. Six-foot tables can be found in the vending area adjacent to the space.
- **RCMA East Lobby**
Recitalists performing in [Galvin](#) and the [Opera Theater](#) should use the RCMA East Lobby/Pre-Function area located adjacent to the backstage door leading to Galvin. Six-foot tables can be found backstage in ROT or in the vending area adjacent to McClintock. **NOTE: The Jean Gimbel Lane Reception Room and ticketing counter/slab in the RCMA lobby is NOT approved for recital reception use, and students will be asked to relocate to the proper area.**
- **Pick-Staiger Rehearsal Room**
Recitalists performing in [Pick-Staiger](#) should use the rehearsal room adjacent to the stage for receptions; the lobby should **NOT** be used. Eight-foot tables can be found backstage.

STEP 3: COMPLETE THE RECITAL CONTRACT – *continued*

Reception Guidelines

A recital reception can be a great way to celebrate an important milestone with family and friends. However, holding these gatherings in Bienen School spaces is a privilege that should not be abused. In fairness and consideration of everyone, students are expected to follow the guidelines below.

- **The Bienen School of Music expressly prohibits the serving or consumption of alcohol at any reception that occurs in a Bienen School facility.**
- **Recitalists** are responsible for cleaning up after their receptions. Tables should be wiped down and returned to the proper storage location, food and beverage waste discarded, and extraneous trash

taken to the dumpster located behind RCMA. The Concert Management Office does **NOT** provide custodial services for student recital receptions.

- Receptions, including clean-up, **MUST** be completed no later than 30 minutes following the end of the scheduled recital slot. Receptions for 12:00p recitals need to be struck by 2:00p, receptions for 2:30p recitals need to be struck by 4:30p, receptions for 6:00p recitals need to be struck by 8:00p, and receptions for 8:30p recitals need to be struck by 10:30p. **Operations staff (House Managers and Ushers) are empowered to enforce this guideline and will ask recitalists to leave if they overstay their time.**

STEP 4: SUBMIT RECITAL PROGRAM & WEB COPY

Recital Program & Web Copy

Recital repertoire is chosen at the discretion of the student and applied professor; however, personnel limitations and other factors—such as available equipment—should also be considered. Recitals are restricted to 75 minutes of stage time, including intermission and all stage/personnel changes. *It is the responsibility of the student and applied professor to ensure the program does not exceed 75 minutes.*

Submit all information on the electronic [Recital Program & Web Copy Form](#) as it should appear on the final printed program. Students attest when submitting their program details that their applied professor has viewed and approved the entire program.

Program Information

Students will be asked to provide the following details for each piece—in program order—when submitting their repertoire.

- Title of the selection to be performed; if the selection is extracted from a larger work (such as an aria from an opera) then the complete source work should be listed
- The catalogue number of the selection (e.g., Op. 92, K. 331, BWV 1003), if applicable
- Movements (or songs) to be performed from the larger source work, with appropriate number and title descriptions
- Transcriber or arranger, if applicable
- Composer's full name and years of birth and death
- Accompanist and other assisting personnel
- Approximate duration of piece

Web Calendar Event Listing

Upon approval of contract materials, student recitals will be added to the Bienen School's Concerts & Events calendar at [Concerts at Bienen](#) website. Repertoire will be listed on the event page, so ALL students are asked to complete the [Recital Program & Web Copy Form](#), even if they plan to design and produce their own programs.

NOTE: If program or personnel changes need to be made after the form is submitted, students should send updated information to [Music Events](#) and [CMO Programs](#). Recitalists can also submit a new [Recital Program & Web Copy Form](#) if it is easier to convey the updates.

STEP 5: SCHEDULE ADDITIONAL REHEARSALS

Additional Rehearsal Time

Once final confirmation of the recital date is received, graduate conducting and composition students may schedule an additional six (6) hours of musical rehearsal in the Pick-Staiger rehearsal room or other comparable rehearsal space. This time is subject to venue availability and inclusive of all set-up and strike. Some programs require a reading rehearsal, and an additional two (2) hours may be reserved.

Students should coordinate rehearsal time via email by sending a list of preferred dates and times to [Student Recitals](#).

Recital Dress Rehearsal

Graduate conducting and composition students are encouraged to provide possible dress rehearsal dates and times when submitting their request for a recital date. Students are permitted to schedule up to three (3) **consecutive** hours in the recital venue and includes time for equipment set-up and take-down.

Importance of Advance Scheduling

Do **NOT** wait to book additional rehearsal time, as the Concert Management Office cannot guarantee space will be available. This is especially true during spring quarter.

PREPARE & PERFORM YOUR RECITAL

Recital Programs

As a courtesy, the Concert Management Office (CMO) provides program design and printing services to Bienen students. However, students may create and print programs on their own time and at their own expense.

NOTE: *If program or personnel changes need to be made after the form is submitted, students should send updated information to [Music Events](#) and [CMO Programs](#). Recitalists can also submit a new [Recital Program & Web Copy Form](#) if it is easier to convey the updates.*

Proofreading & Pick-Up

Students are required to proofread their designed program in advance and are responsible for the accuracy of the printed information. **Proofreading must be completed no later than one (1) week before the recital;** otherwise, CMO staff cannot guarantee programs can be edited and printed in time for the recital. Students are notified via email when their program is ready for proofing.

Don't Forget to Proof!

Students who do not proofread their programs in advance as described above should not expect to have their programs edited and printed with limited notice. CMO programs staff work Monday through Friday, between 9:00 A.M. and 5:00 P.M. **Staff is NOT available to modify or print student recital programs during evening and weekend hours.**

It's Showtime!

What You Can Expect

Recital venues are reserved for graduate conducting and composition students starting two hours before the published concert time for set-up, warm-up, and sound check. Recitalists should plan to clear the stage 15 minutes before the start time so the venue can be opened to the public. Any deviation from this schedule must be approved by CMO staff in advance.

Recital Support

CMO provides student staff for each recital venue as listed on page 3. These students will arrive at the designated set-up time to ensure the venue is open; assist with set-up, stage changes, and strike for the performance; adjust lighting; and answer questions. CMO student managers will assume responsibility for producing the event and ensuring the recital starts on time. They will also secure the venue following the performance.

Following the Performance

A maximum of 30 minutes is provided for striking the stage following a recital, and the venue and backstage areas must be cleared completely in the allotted time. All musician holding, performance, and reception areas must be returned to their original condition prior to departure.

Special Consideration

Exceptions to policies and procedures outlined in this set of guidelines—including atypical technical requests—requires submission of a [Special Request Petition](#) for review by the Concert Management Office (CMO). Students should be thorough in the explanation of circumstances leading them to seek an exemption from policy.

Submit a Petition

Once they've completed a petition and obtained all required signatures, students should submit the form via email to [Bienen Student Recitals](#) or in person at CMO. Consideration of a request and the time required for a response is directly proportional to its complexity.

Changes & Cancellations

Cancellation or rescheduling of a recital should occur only under approved circumstances.

Approved Circumstances

- Documented injury or illness
- Family emergency
- "Act of God"
- Failure to pass recital permission hearing

Date Changes in Same Quarter

Students who want to request a different recital slot within the same quarter must submit a [Special Request Petition](#), but only need to obtain the signature of their applied professor (and *not* a Performance Studies co-chair).

After Recital Contract Approval

Students who want to cancel their recital once it has been confirmed must submit a [Special Request Petition](#) signed by their applied professor *and* a Performance Studies co-chair.

APPENDIX

Joint Recitals

Students approved by their applied professors to give a joint recital are considered to be one performance unit and the following guidelines apply.

1. Submit only one [Student Recital Request Form](#), listing everyone performing who will receive recital credit.
2. Each performer should complete a separate [Student Recital Contract Form](#), uploading their individual recital registration and [Faculty Approval Form](#) with their applied professor's signature of approval.
3. Submit only one [Recital Program & Web Copy Form](#) listing all performers, including assisting musicians.
4. Submit only one [Dress Rehearsal Request Form](#).

Alternate Venues

The Bienen School provides ample opportunities for recitals to be given in its venues; however, students may consider other facilities on campus and schedule their recital directly with the venue. **Separate rental fees may apply and are the responsibility of the student.**

- **Alice Millar Chapel** – 700 seats, 1870 Sheridan Road, (847) 491-7256, chapel-secretary@northwestern.edu
- **Vail Chapel** – 125 seats, 1870 Sheridan Road, (847) 491-7256, chapel-secretary@northwestern.edu
- **Lutkin Hall** – 286 seats, 700 University Place, (847) 491-7285, lutkin-hall@northwestern.edu
- **2122 Performance Hall** – 120 seats, 2122 Sheridan Road, (847) 491-7285, 2122-performance-hall@northwestern.edu
- **Chapel of the Unnamed Faithful** – 300 seats, Garrett-Evangelical Theological Seminary, 2121 Sheridan Road, (847) 866-3900, hospitality@garrett.edu

Regardless of recital location, students should complete a [Student Recital Contract Form](#) to confirm their recital registration and faculty approval, as well as a [Recital Program & Web Copy Form](#) if programs are to be created and the recital listed on the Bienen web calendar. The Concert Management Office does *not* provide staff support for recitals in alternate venues.