






### Student Recital Scheduling Guidelines

Version 1.0  
(Fall 2024)



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

- **Student Recital Request Form (Conducting/PhD Composition)**
- **Student Recital Contract Form**
- **Recital Program & Web Copy Form**
- **Dress Rehearsal Request Form (optional)**

## Determine Recital Needs

Timely communication of equipment and technical needs allows the Concert Management Office (CMO) to make the best effort to accommodate student requests.

### Stage Crew & Equipment

The minimum amount of crew and equipment provided for recitals is listed below. Equipment should not be moved between venues without prior CMO authorization.

#### *Pick-Staiger Concert Hall*

- One stage manager, one stage crew; two ushers
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Hamburg,” and one satin finish, the “130”); one Steinway “D” 9 ft. piano from the rehearsal room (the “Orchestra”) to be used for prepared piano
- A single-manual harpsichord (the “Herz”) – **advance approval ONLY**
- A celesta (the “Schiedmayer”)
- 95 chairs, 100 stands; conductor podium and stand; platform and choral risers

#### *Galvin Recital Hall*

- One stage manager, one usher
- Two Steinway “D” 9 ft. pianos (one glossy finish, the “Poly,” and one satin finish, the “Matte”); one Steinway “D” 9 ft. piano (the “Davis”) to be used for prepared piano
- A double-manual harpsichord (the “Irvin”) – **advance approval ONLY**
- 40 chairs, 40 stands; conductor podium and stand

#### *McClintock Choral and Recital Room*

- One stage manager
- A Steinway “B” 7 ft. piano; a Yamaha C3X 6 ft. piano
- A double-manual harpsichord (the “Irvin”), moved from Galvin – **advance approval ONLY**
- 30 chairs, 30 stands

#### *Regenstein Master Class Room*

- One stage manager
- A Steinway “D” 9 ft. piano (the “Henry”)

- A single-manual harpsichord – **advance approval ONLY**
- 25 chairs, 20 stands; conductor podium

#### *Ryan Opera Theater*

- One stage manager, one usher
- A Steinway “A” 6½ ft. piano
- A double-manual harpsichord (the “Irvin”), moved from Galvin – **advance approval ONLY**
- 30 chairs, 30 stands

### Keyboard Instruments

Recitalists will be asked in the **Recital Contract Form** for their keyboard requests. Recitalists may be asked for piano preferences, specialty keyboard requests, and tuning needs. All requests must be approved by the **Keyboard Maintenance Department** ([pianotech@northwestern.edu](mailto:pianotech@northwestern.edu)) and **CMO** ([musicvenues@northwestern.edu](mailto:musicvenues@northwestern.edu)).

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 “Goldberg” 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”) must be approved with Keyboard Maintenance and CMO, as it is stored at Alice Millar Chapel and is in high demand. Use of the **Irvin** double-manual harpsichord or **Zuckermann** single-manual harpsichord must, also, be approved by Keyboard Maintenance and CMO. Please have all tuning and temperament information on hand when requesting instruments in the Recital Contract.

**Any requests made after submission of the contract must be emailed to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) no later than two (2) weeks in advance. Approval or denial will be communicated via email.**

### **Audio & Visual Services**

#### **Sound Reinforcement**

Use of sound reinforcement of any kind (e.g., microphones) requires advance permission and is available only in [Galvin](#). Failure to request equipment in advance may result in services or equipment being unavailable for a recital and/or dress rehearsal. Be prepared to provide a detailed description, including instruments or voice types to be amplified and number of microphones

#### **Audio Playback**

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.

#### **Video Projection**

Students who want to request use of a projector and screen should schedule their recital in [McClintock](#) or the [Master Class Room](#). These spaces provide easy access to equipment that can easily be operated by the student or their designee. 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.

#### **Live Streaming**

Recitalists will be asked in the **Recital Contract Form** for their streaming and recording requests. Any student performing a recital in [McClintock](#), [Galvin](#), or the [Master Class Room](#) 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 webpage 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.

## Recording Services

### Video Recording of Live Stream

Any student who elects to have their recital live streamed has the option to request a **video recording of the live stream** for a fee of \$20.

At this time, we cannot offer video recording services for students who do not want their recital to be live streamed. Video recordings will receive only minimal editing: a title slide will be added to the beginning, and if a recital includes an intermission, it will be edited out. We are unable to accommodate further requests for additional edits.

Payment of the \$20 video recording fee is only accepted online. The deadline to submit payment for all student recitalists each quarter is the Friday of Finals Week. Students whose payment has been received by the deadline will receive an email from [MusicTechnicalServices@northwestern.edu](mailto:MusicTechnicalServices@northwestern.edu) 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 that academic quarter (or September 1 for Spring recitals) to download their recordings, after which point their recording will no longer be accessible.

**Important Note:** *We are asking students to be mindful that our live stream and video recording systems and operations are still relatively new to us. In the rare event we are unable to provide a student with their recording, the student's \$20 fee will be fully refunded. If the cause of the technical problem relates only to the video, we will make every effort to provide that student with the audio recording of their recital. Unfortunately, we can offer no further remedies. For this reason, students who consider a video recording to be of critical importance may wish to consider arranging for their own recordist.*

### Audio Recording

The Concert Management Office continues to offer professionally mastered, separately tracked audio recordings of student recitals for a fee of **\$100**. Students will receive audio recordings that have been 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 and must be received by the Friday of Finals Week of the quarter in which your recital took place. Students whose payment has been received by the deadline will receive an email from [MusicTechnicalServices@northwestern.edu](mailto:MusicTechnicalServices@northwestern.edu) 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 that academic quarter (or September 1 for Spring recitals) to download their recordings, after which point their recording will no longer be accessible.

Students are welcome to request and pay for both a video recording and an audio recording, but only the audio recording will be professionally mastered.

## 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 Date**

An email will be sent—typically within two business days—listing the date, time, and venue of the assigned recital slot. Final confirmation 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 registration for recital credit in CAESAR
- Recital equipment needs (*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 date 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 faculty approval.

### 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 graphic file (e.g., screenshot of course schedule).

### Indicate Equipment Needs

In the contract, students performing in a Bienen School venue will be asked to indicate the equipment needed, keyboard requests, and technical services requests for their recital. Please see **p. 4** for a comprehensive list of offered technical services.

### 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 screenshot or PDF of the professor's email approval, which needs to confirm the recital's date and time.

### 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 Choral and Recital Room](#) or the [Regenstein Master Class Room](#) in the Ryan Center for the Musical Arts (RCMA) should use the first-floor student lounge located on the north side of the building in front of McClintock. Six-foot tables for student use can be found in the vending area adjacent to this space.
- **RCMA East Lobby**  
Recitalists performing in [Galvin Recital Hall](#) and the [Ryan Opera Theater](#) should use the area located adjacent to the backstage door leading to Galvin on the east side of the RCMA lobby. Six-foot table can be found backstage in ROT or in the vending area adjacent to McClintock. The ticketing counter 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 Concert Hall](#) should use the rehearsal room adjacent to the stage for receptions. The lobby should **NOT** be used.
- **NOTE:** The Jean Gimbel Lane Reception Room in the Ryan Center is **NOT** available for recital receptions.

## STEP 3: COMPLETE THE RECITAL CONTRACT – *continued*

### *Reception Guidelines*

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 3:30p recitals need to be struck by 5:30p, receptions for 7:30p recitals need to be struck by 10:30p. **Operations staff (House Managers) 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 should be no more than two hours of stage time, including intermission and all stage/personnel changes.

Submit all information on the electronic [Recital Program & Web Copy Form](#) as it should appear on the final printed 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
- Soloist names, if applicable
- Approximate duration of piece

**Graduate conducting and composition students should upload—as separate Microsoft Word documents—a list of personnel and program notes if a program is to be designed and printed by the Concert Management Office.**

#### **Web Calendar Event Listing**

Upon approval of contract materials, student recitals will be added to the Bienen School's Concerts & Events calendar at <http://concertsatbienen.org>. 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.

## 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 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.

Students should coordinate rehearsal time via email by sending a list of preferred dates and times to [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu).

#### **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.



### 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:** Submit questions and updates directly to CMO staff at [events.music@northwestern.edu](mailto:events.music@northwestern.edu).

#### ***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 [studentrecitals@northwestern.edu](mailto:studentrecitals@northwestern.edu) 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. **Any recital canceled or**

**rescheduled without 48-hours' notice may be subject to a fine.** Last-minute cancellations are unprofessional and regarded as highly inappropriate.

#### 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 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](mailto:chapel-secretary@northwestern.edu)
- **Vail Chapel** – 125 seats, 1870 Sheridan Road, (847) 491-7256, [chapel-secretary@northwestern.edu](mailto:chapel-secretary@northwestern.edu)
- **Lutkin Hall** – 286 seats, 700 University Place, (847) 491-7285, [lutkin-hall@northwestern.edu](mailto:lutkin-hall@northwestern.edu)
- **2122 Performance Hall** – 120 seats, 2122 Sheridan Road, (847) 491-7285, [2122-performance-hall@northwestern.edu](mailto: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](http://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.