UK SINGLETARY CENTER SOM Student Recital Booking Policy, Fall 2014

OVERVIEW AND PURPOSE:
- Creates more time slots available to satisfy student demand for degree recitals (senior, master’s and doctoral).
- Accommodating more students in compressed time slots increases efficiency in hall booking and reduces labor costs.
- Two recitals can now be booked in the approximate amount of time used for one, while still accommodating tuning and hall prep times.
- Piano tuning can be done once a day and in more consistent time slots for piano technician.

GENERAL SCHEDULING GUIDELINES:
- Student recital bookings will be accepted for senior, master’s and doctoral recitals only.
- If the time slot prior to or after the recital time booked is vacant, the student will still have 30 minutes to check the set up and warm up prior to their scheduled recital time, and must vacate the hall within 30 minutes following the recital, as described in the time slots below.
- If a student cancels a recital due to illness, injury, or family emergency, we will work with the student and faculty advisor to reschedule the recital.
- A student will not be permitted to reschedule within the same semester at Singletary Center if the cancellation is due to any other reason (e.g., not ready/unprepared, conflict with accompanist/faculty, conflicts with large ensembles/other musicians, failed recital hearing).

SCHEDULING GUIDELINES FOR PERCUSSION STUDENTS:
- On weeknights, if a percussion student schedules a recital that requires more time to set up than the blocks of time described below, the tuning slot can be used for set up. The crew will not be called earlier than 4:45pm. If the later time slot is requested, the first time slot will be blocked for set up to commence no earlier than 6pm.
- On weekends, if a percussion student schedules a recital that requires more time to set up than the blocks of time described, the student will need to use the 3pm or 7pm time, and the time slot prior will be blocked for set up to commence no earlier than 2 hours prior to the recital time.

AVAILABLE TIME SLOTS – WEEK NIGHTS:

**TUNING TIME 3pm-5pm.**

*Stage Manager/House Manager will be called at 4:45pm.* The Stage Manager will prep the hall, make sure equipment needed for both recitals is on or backstage. House manager pulls programs and sets up in lobby to greet patrons.

**RECITAL TIME SLOT 1:**
- 5pm Student provided access to hall to check set up, warm up
- 5:30pm Open hall for seating
- 6pm – 7pm Show time

**RECITAL TIME SLOT 2:**
- 7pm reset stage, student provided access to check set up, warm up
- 7:30pm open hall for seating
- 8pm-9pm Show time

*Strike and vacate building by 9:30pm.*
AVAILABLE TIME SLOTS – WEEKENDS:

TUNING TIME 10am-12pm

STAGE MANAGER/HOUSE MANAGER CALL 11:45am. The Stage Manager will prep the hall, make sure equipment needed for both recitals is on or backstage. House manager pulls programs and sets up in lobby to greet patrons.

RECITAL TIME SLOT 1:
- 12pm Student provided access to hall to check set up, warm up
- 12:30pm open hall for seating
- 1pm – 2pm Show time

RECITAL TIME SLOT 2:
- 2pm reset stage, student access provided to check set up, warm up
- 2:30pm open hall for seating
- Show time 3pm-4pm

STAGE MANAGER/HOUSE MANAGER CALL 4pm. The Stage Manager will prep the hall, make sure equipment needed for both recitals is on or backstage. House manager pulls programs and sets up in lobby to greet patrons.

RECITAL TIME SLOT 3:
- Student access to hall provided at 4pm to check set up, warm up
- 4:30pm open hall for seating
- Show time 5pm – 6pm

RECITAL TIME SLOT 4:
- 6pm reset stage, student access provided to check set up, warm up
- 6:30pm open hall for seating
- Show time 7pm-8pm

Strike and vacate building by 8:30pm.