Recital Scheduling (rev. 6/9/2017)

Student Recitals are coordinated by Steve Groves, Manager of Musical Events. Questions can be directed to him at studentrecitals@duq.edu.

***All links, forms, and other documentation referenced below can be found by visiting duq.edu/recitals, unless otherwise noted.***

Types of Recitals

All recitals performed by Mary Pappert School of Music students, regardless of degree requirement, must appear on the student's transcript. Failure to comply will subject students to Duquesne University rental fees.

**Degree Recitals** – Any recital that is required as part of a degree program.
- Degree Recitals always take priority to Non-Degree Recitals.

**Non-Degree Recitals** – Any recital that is performed outside of the requirements of a degree program.
- Students interested in performing a non-degree recital must register for a zero-credit “Student Recital” on their transcript.
- Non-degree recitals may only be scheduled after the last day of degree recital scheduling and may be subject to the same rules and regulations as Degree Recitals.

Recital Scheduling Timeline/Prioritization

Typically, scheduling of recitals begins shortly after Mid-Term Exam Week in the semester prior to the intended performance date. Specific dates are posted on a semester-by-semester basis on the Announcements Board located at duq.edu/musicstudents. All students are welcome to begin requesting dates on the first day of scheduling, and scheduling will be completed on a first-come, first-served basis subject to the following prioritization schedule:

- **Week 1**: Master of Music students and Artist Diploma students
- **Week 2**: Master of Music students, Artist Diploma students, and Seniors
- **Week 3**: Master of Music students, Artist Diploma students, Seniors, and Juniors

The final day to schedule a **degree** recital is two weeks after the last day of drop/add in the same semester as the recital is to be performed.

The first day to schedule a **non-degree** recital is the next business day following the final day to schedule degree recitals.

Process:

All list items below, unless otherwise noted, require successful completion in order to perform a recital.

1. Determine Availability
2. Request a Date, Time, and Location
3. Accompanist Policies
4. Registration (Transcript)
5. Determine Repertoire
6. Request Piano Tuning (optional)
7. Request Audio/Visual Support (optional)
8. Schedule Pre-Recital Hearing
9. Request a Recital Program
10. Rescheduling or Cancellation Policy/Appeals Process
11. Reception Policy
12. Visitor Parking and Event Rate Policy
1. **Determine Availability**

1. All recitals will be scheduled to begin at one of four standardized start times, depending on the availability of the requested room (see Hall Availability). Students and/or faculty must choose one of the below starting times and are not permitted to change the start time of the recital within the allotted timeframe. All students will be assigned three (3) hours in one of the available performance spaces (listed below) – one hour prior to the scheduled recital start time, and two hours to complete the recital and any potential receptions (see Reception Policy).

- 10:30 a.m. *(allotted 9:30 a.m.–12:30 p.m.)*
- 1:30 p.m. *(allotted 12:30–3:30 p.m.)*
- 4:30 p.m. *(allotted 3:30–6:30 p.m.)*
- 7:30 p.m. *(allotted 6:30–9:30 p.m.)*

2. Students are required to choose if they need a Duquesne staff accompanist as part of the date/time/location request. If a specific accompanist is desired, students should work with that accompanist to determine their availability prior to requesting dates for a recital. In addition, students are responsible for ensuring that all other applicable assisting artists, faculty, family, and friends are available for dates requested prior to submitting the request form.

Scheduling issues with private teachers, accompanists, and/or other performers after a date and/or pianist are assigned are not legitimate reasons for rescheduling (see 'Rescheduling or Cancellation Policy/Appeals Process') and will not be rescheduled.

*NOTE: Voice students with assigned accompanists should determine their availability prior to requesting a date/time for a recital.*

3. All junior recitals MUST be split with either one or two other students registered for junior degree recitals. No additional time will be allotted for split recitals; repertoire for all performers must fit in the assigned timeframe. Each student splitting a recital must submit their own form, and all submitted forms must be identical and signed by all applicable applied faculty before the recital can be scheduled.

4. **Resources to Determine Performance Space Availability**
   a. **Hall Availability** – This shows general availability of each performance venue based on its regular schedule.
      i. PNC Recital Hall
      ii. Dr. Thomas D. Pappert Center for Performance and Innovation
         - NOTE: This is the only room available for percussion recitals.
      iii. Room 206 (Choir Room)
      iv. Room 307
      v. Genesius Theater – Availability subject to rehearsal/performance schedules. Students using the Theater for a recital may need to work around the set for whatever production may be in process.
         - NOTE: There is a Young Chang baby grand piano available to use in this space. No Steinways are available.
      vi. The Duquesne University Chapel is generally only available to students who are involved with Campus Ministry and/or have an organ requirement for their recital.
   b. **Building Schedule** – This shows busy/free times on a room-by-room basis. This does not guarantee availability as requests are scheduled on a first-come, first-served basis, and all requests may not have been processed yet.
5. Determine Dates
   a. Students should determine multiple date possibilities with their private instructor, any applicable assisting artists/accompanists, family and/or friends on which they can schedule their recital (minimum of three different dates/times are required). The student’s private instructor must sign off on the request, approving their availability for all dates and times requested.
   
b. Resources for Determining Available Dates
      i. Previously scheduled School of Music Events – duq.edu/musicevents
      ii. Building Schedule – Found at duq.edu/musicstudents
   
c. Recitals will not be scheduled on any of the following:
      i. Fail Safe Date
         • The Sunday prior to Finals Week will be reserved for students who must reschedule their recital for legitimate reasons (see Rescheduling/Cancellation Policy). Students may not reschedule a recital for any other day. Also, no recitals will be regularly scheduled on this day. No exceptions.
      ii. Anytime during the summer semester
      iii. Days when the music school building is closed or on a restricted holiday schedule
      iv. Reading Day
      v. During or after final exams
      vi. At the same time as any other degree recital within the same instrumental or vocal area
      vii. On the same day as a large music school event. In general, this includes any choir, band, or orchestra concert, as well as any concert in the current David Allen Wehr “…on the Bluff” series. However, in unique circumstances, considerations will be made to allow exceptions to this policy and may require written documentation to validate legitimate reasoning.

Request a Date, Time, and Location

1. Complete the Recital Request Form
   *This request form includes accompanist requests. Please DO NOT fill out a separate accompanist request form for any degree-required recital.*

2. Upon submission, the form will be emailed to the student's private teacher, who must sign, indicating their approval of the dates, times, and locations requested.

3. Once the private teacher has signed and submitted the form, the request will be forwarded to the Manager of Musical Events and the Coordinator of Accompanying Services.

4. Once the Manager of Musical Events receives the request, it will be added to a queue and scheduled on a first-come, first-served basis subject to the prioritization schedule (see ‘Scheduling a Recital’).

   Additionally, the Coordinator of Accompanying Services will determine accompanist availability for the requested dates and times. If no accompanist is available for the dates requested, the student will be notified and must then choose to:
   a. Submit a new recital request form with different dates and times, or
   b. Accept the date and time without a Duquesne-provided accompanist. The student will be responsible for finding and paying their own accompanist at the pianist’s own rate.

5. After the recital has been approved/unapproved, an email will be sent to the student, teacher, area chair either confirming the assigned date/time/location or notifying them that none of the requested dates/times/locations are available.

   Approved recitals may proceed to the next steps. Unapproved recitals must determine more available dates/times/locations and submit another request.

   There should be no expectation that the requested recital has been approved unless a confirmation email from the Office of Musical Events has been received.
Accompanist Policies

All accompanist requests are processed by the Coordinator of Accompanying Services, Francesca Tortorello. Questions can be directed to her at tortorellof@duq.edu.

1. Students performing non-degree recitals or non-university events are responsible for finding their own pianists. Staff accompanists will not be provided.
2. Once the request form is received, the student will be matched with an available staff or student pianist and provided with the pianist's contact information.
3. It is the responsibility of the student performing the recital to get in touch with the accompanist and arrange rehearsals, lessons, and score acquisition.
4. Students are expected to provide the pianist with scores at least one month before a performance to allow for proper preparation.

All students are entitled to a specified number of hours based on their status during the current semester:

<table>
<thead>
<tr>
<th>Voice</th>
<th>Instrumental</th>
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</thead>
<tbody>
<tr>
<td>Freshman/Sophomore: 6.5 hours/semester</td>
<td>Freshman/Sophomore: 2 hours/semester</td>
</tr>
<tr>
<td>Junior/Senior (non-recital semester): 6.5 hours/semester</td>
<td>Junior/Senior (non-recital semester): 2 hours/semester</td>
</tr>
<tr>
<td>Junior/Senior (recital semester): 8 hours/semester</td>
<td>Junior (recital semester): 4 hours/semester</td>
</tr>
<tr>
<td>M.M./A.D. (non-recital semester): 6.5 hours/semester</td>
<td>Senior (recital semester): 7 hours/semester</td>
</tr>
<tr>
<td>M.M./A.D. (recital semester): 8 hours/semester</td>
<td>M.M./A.D. (non-recital semester) 2 hours/semester</td>
</tr>
<tr>
<td></td>
<td>M.M./A.D. (recital semester) 8 hours/semester</td>
</tr>
</tbody>
</table>

If a student would like additional time with an accompanist during the semester, they must pay the pianist directly at the pianist’s own hourly rate.

Registration (Transcript)

Students intending to perform a recital must register for the correct course on their transcript (course numbers listed below) during the semester in which the recital will be performed. This includes registration for zero-credit non-degree recitals.

An audit of registration will be completed at the beginning of the semester in which the recital is scheduled. If students have a scheduled recital date, but are not registered for the correct course at this point, they will be notified by the Manager of Musical Events and will be required to register prior to the final day of the Drop/Add period, or their recital will be removed from the schedule for that semester.

Students who are registered for a recital on their transcript but have not yet scheduled a date will have 2 weeks from the last day of drop/add to schedule the recital. Failure to do so will result in an incomplete grade, and the recital must be made up in the following semester prior to the final day to submit Change of Grade forms, or it will become an “N” (not passing) grade.

**NOTES:**

1. **B.S. Music Therapy** students have no degree recital requirement, therefore all requests for recitals by Music Therapy students are treated as Non-Degree Recitals.
2. **B.S. Music Education** students are only required to perform a Junior Recital. Any other recital request would be treated as a Non-Degree Recital.
3. **All B.M. Music Technology** students intending to register for a degree recital must register for Tech recital, regardless of applied instrumental or vocal area.
Course Numbers for Available Recitals

<table>
<thead>
<tr>
<th>Degree Recitals</th>
<th>Junior</th>
<th>Senior</th>
<th>M.M.</th>
<th>A.D. I</th>
<th>A.D. II</th>
<th>A.D. III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brass</td>
<td>MUPF 398 01</td>
<td>MUPF 400 01</td>
<td>GMUS 705 01</td>
<td>GMUS 707 01</td>
<td>GMUS 708 01</td>
<td>GMUS 709 01</td>
</tr>
<tr>
<td>Guitar</td>
<td>MUPF 398 02</td>
<td>MUPF 400 02</td>
<td>GMUS 705 02</td>
<td>GMUS 707 02</td>
<td>GMUS 708 02</td>
<td>GMUS 709 02</td>
</tr>
<tr>
<td>Organ</td>
<td>MUPF 398 03</td>
<td>MUPF 400 03</td>
<td>GMUS 705 03</td>
<td>GMUS 707 03</td>
<td>GMUS 708 03</td>
<td>GMUS 709 03</td>
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<tr>
<td>Percussion</td>
<td>MUPF 398 04</td>
<td>MUPF 400 04</td>
<td>GMUS 705 04</td>
<td>GMUS 707 04</td>
<td>GMUS 708 04</td>
<td>GMUS 709 04</td>
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<tr>
<td>Piano</td>
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<td>MUPF 400 05</td>
<td>GMUS 705 05</td>
<td>GMUS 707 05</td>
<td>GMUS 708 05</td>
<td>GMUS 709 05</td>
</tr>
<tr>
<td>Strings</td>
<td>MUPF 398 06</td>
<td>MUPF 400 06</td>
<td>GMUS 705 06</td>
<td>GMUS 707 06</td>
<td>GMUS 708 06</td>
<td>GMUS 709 06</td>
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<tr>
<td>Tech</td>
<td>MUPF 398 07</td>
<td>MUPF 400 07</td>
<td>GMUS 702 01</td>
<td></td>
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</tr>
<tr>
<td>Voice</td>
<td>MUPF 398 08</td>
<td>MUPF 400 08</td>
<td>GMUS 705 07</td>
<td>GMUS 707 07</td>
<td>GMUS 708 07</td>
<td>GMUS 709 07</td>
</tr>
<tr>
<td>Woodwind</td>
<td>MUPF 398 09</td>
<td>MUPF 400 09</td>
<td>GMUS 705 08</td>
<td>GMUS 707 08</td>
<td>GMUS 708 08</td>
<td>GMUS 709 08</td>
</tr>
<tr>
<td>Collaborative Piano Recital I</td>
<td>MUPF 398 01</td>
<td>MUPF 400 01</td>
<td>GMUS 701 01</td>
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<tr>
<td>Collaborative Piano Recital II</td>
<td>MUPF 398 02</td>
<td>MUPF 400 02</td>
<td>GMUS 703 01</td>
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<table>
<thead>
<tr>
<th>Non-Degree Recitals</th>
<th>Undergrad</th>
<th>Grad</th>
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</thead>
<tbody>
<tr>
<td>Brass</td>
<td>MUPF 396 01</td>
<td>GMUS 699 01</td>
</tr>
<tr>
<td>Guitar</td>
<td>MUPF 396 02</td>
<td></td>
</tr>
<tr>
<td>Organ</td>
<td>MUPF 396 03</td>
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<td>MUPF 396 04</td>
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<td>MUPF 396 05</td>
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<td>MUPF 396 06</td>
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<tr>
<td>Voice</td>
<td>MUPF 396 08</td>
<td></td>
</tr>
<tr>
<td>Woodwind</td>
<td>MUPF 396 09</td>
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</tbody>
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Determine Repertoire

1. Students should work with their private instructor to determine repertoire for the recital that meets the requirements of the student's degree program/department.
2. Music Education students performing a junior recital follow the requirements of the Performance Department.
3. Please see the appropriate department chair for questions related to recital program content requirements.

Request Piano Tuning

The Mary Pappert School of Music's full-time piano technician, David Barr, handles all piano tuning requests. Questions can be directed to him at barr@duq.edu.

1. Once a recital date/time/location has been confirmed, students are encouraged to submit the Piano Tuning Request, if necessary. If no piano tuning request form has been submitted, pianos will not be tuned.
2. The form must be submitted at least three weeks prior to the date tuning is being requested. Otherwise, piano tuning cannot be guaranteed.
3. Submission of this form does NOT guarantee piano tuning on the date requested. Students will receive an email from the Piano Technician confirming that their request has been approved. Do not assume that the piano will be tuned for your event unless a confirmation email has been received.
Request Audio/Visual Support

All audio/visual requests are processed by the Production Coordinator, David Egyud. Questions can be directed to him at egyudd@duq.edu.

For all confirmed recitals, it can be assumed that someone will be available to unlock the room and turn lights on. All other needs including (but not limited to) stage setup/teardown, piano moving, chair setup, recording, etc. must be requested by submitting an Audio/Visual Support Form.

Audio/Visual Support requires an additional payment, based on the student's needs. Pricing and services are listed on the request form.

1. Once a recital date/time/location has been confirmed, students are encouraged to submit the Audio/Visual Support Form.
2. This form must be submitted at least three weeks prior to the date of the event.
3. Submission of this form does NOT guarantee audio/visual support on the date requested. Students will receive an email from the Production Coordinator confirming that their request has or has not been approved. It should not be assumed that support will be available for your event unless a confirmation email has been received.

Schedule a Pre-Recital Hearing

1. All students seeking to perform a degree recital must complete the Pre-Recital Hearing Authorization no less than three (3) weeks prior to their scheduled recital date.
2. The hearing committee, consisting of at least the student's private instructor and area chair, should hear the entire recital repertoire. Grading of the hearing is on a Pass/Fail basis, with written faculty comments. If a student fails the hearing, another must be scheduled. Two recital hearings in one semester are permitted. Students who fail the Pre-Recital Hearing after two attempts will receive an incomplete grade and must complete the recital by the deadline to submit Change of Grade forms in the next semester.

Request a Recital Program

1. All students are required to submit their recital program content using the Recital Program Request Form no fewer than three (3) weeks prior to their scheduled recital date.
2. All programs are generated by the Office of Musical Events.
3. If recital program information is not submitted by the deadline, the student's recital will be cancelled, and the student will receive an incomplete grade for the semester. They will then have to make their recital up during the next spring or fall semester prior to the last day to file change of grade forms.
4. Once program information has been submitted, a program proof will be generated and emailed to the student, their private teacher, and their area chair. All three people must respond via email with approval or changes, and a final program will be printed. In the case of double and triple recitals, all applicable students, teachers, and area chairs must respond.
5. Each student will receive a maximum of 50 copies of their program for distribution at their recital (double recitals get 100, triple recitals get 150). Lesser quantities may be requested if that many copies are not necessary.
6. Students may not choose to use any other program as a substitute, as recital programs are required to be submitted to ASCAP and BMI for proper licensure. Students are not required to submit their programs to ASCAP or BMI; the School of Music will take care of this.
7. Program notes and translations will not be included in programs. If these are desired, it is the student's responsibility to produce, copy, and distribute them.
Rescheduling or Cancellation Policy/Appeals Process

Students are expected to check availability with their instructor, assisting artists, family members, and friends prior to booking their recital. Available spaces book up quickly, so students should be prepared prior to submitting their Recital Request Form to obtain the best possible date.

1. Students are allowed one (1) rescheduling of their recital, which may only be scheduled on the Fail Safe Date.
2. Requests MUST be made in writing to the Manager of Musical Events by the student’s private instructor and may only be made if they meet one of the legitimate reasons (listed below).
3. Students may not swap recital dates/times with other students.

Legitimate Reasons for Recital Rescheduling:
1. Illness/Injury (A doctor's note must be provided)
2. Family emergency
3. Act of God

Not Legitimate Reasons for Recital Rescheduling:
1. Program not ready/failed hearing
2. Schedule conflicts with family members, assisting artists, private instructors, and/or area chairs
3. Problems with assisting artists

Appeal to Reschedule a Recital

Understanding that exceptional circumstances occur, students may appeal to have their recital date, time, and/or location changed after it has been scheduled.

The Manager of Musical Events, is unable to reschedule recitals for any reason other than the Legitimate Reasons listed above. However, students may appeal their request to the Associate Dean. Please see the Office Manager to request a meeting with the Associate Dean.

The Associate Dean will consider each individual request given the specific set of circumstances in each situation. Requests may or may not be approved.

If the request is approved, the Associate Dean will notify the Manager of Musical Events, and the student must submit a new recital request form, and it must be approved by the private instructor. Once received, the request will be processed with all other current requests (in the order in which they are received).

If the request is not approved, the recital will remain scheduled as it was initially. No further appeals will be permitted.

Reception Policy

The policy below applies to degree and non-degree recitals hosted on Duquesne University’s campus ONLY. Off-campus recitals will not be honored through Parkhurst Catering and may or may not be subject to separate policies, depending on the venue.

Students are permitted to host small receptions for their guests following their recital, however, in order to provide the greatest amount of time and space in each room for all student recitals, no additional time can be allotted to the room reservation.

All catered on-campus receptions are subject to the University’s Food and Beverage Policy (TAP No. 51 - found HERE). Please note that food and drink from any source other than the University’s exclusive vendors (Parkhurst Dining and Pepsi Bottling Company) is strictly prohibited.
Students are responsible for cleaning up after their own recitals, and must do so before the end of their given time. No food or drink is permitted in any of the performance spaces. All receptions must take place in the lobby/hallway space outside the venue.

**Catering Procedure:**
In order to serve food and drink at a student recital, please contact Parkhurst Catering by emailing catering@duq.edu with your request at least three (3) weeks prior to the date of the recital (requests made after this deadline cannot be guaranteed). Please provide the following information:

- Date, time, and location of the recital
- Type of food (cheese tray, veggie tray, etc.)
- Number of people being served (estimate)

All payment must be made directly through Parkhurst Catering.

Parkhurst Catering will evaluate and approve or deny each request on a case-by-case basis and notify the Manager of Musical Events in writing of all approved catered recital receptions.

**Visitor Parking and Event Rate Policy**
Parking for visitors attending student recitals is available in the Forbes Avenue Parking Garage. Concert patrons may also park in the Locust Street Parking Garage by crossing over on the 7th floor of the Forbes Avenue Parking Garage (only lease holders may enter at the Locust Garage entrance). Rates are listed below.

In the event that PPG Paints Arena or the A.J. Palumbo Center has an event on the same day as a student recital, a higher event rate may be enforced. Students performing recitals that are affected by this may request Affiliated Rate Tickets to reduce the event rate back down to the weekend/evening rate of $6. These can be requested either in the Main Office of the Music School when picking up recital programs or directly through the Parking and DU Card Services Office (210 Student Union) Monday-Friday 8:30 a.m.–4:30 p.m.

**Visitors' Parking Rate for Forbes Avenue Garage**
Weekday Rate: Monday through Friday, 5 a.m. to 5 p.m.
- 0 - 1 hours $5.00
- 1 - 2 hours $7.00
- 2 - 4 hours $9.00
- Over 4 hours- $12.00
- Event Rate- $20
- Lost Ticket- $25

Weekend/Evening Rate: Saturday or Sunday and evenings, 5:00 p.m. to 2:00 a.m.
- $6.00 for weekend/evening

Sunday Rate:
- Legal Surface Parking does not require a permit on Sundays. However, reserved spaces are enforced 24/7 and the University reserves the right to restrict parking during special events and/or other University activities.

Please note that there is no overnight parking (2 a.m. - 5 a.m.) for daily visitors or for commuter permit holders. Any violation will be subjected to a citation.

**Pay Station Locations Forbes & Locust Garage**
Pay stations are located on the 1st and 8th floors of the Forbes and the 7th floor of the Locust Garage. Upon entering the garage, please be sure to take your ticket with you and pay for your parking before going back to your vehicle (you will have a limited time to exit after paying).

The University does not guarantee that visitor parking will always be available.