

Student Recital Scheduling Policies & Procedures

Listed below are the policies regarding the online scheduling of all student recitals on the Hugh Hodgson School of Music web site (www.music.uga.edu). The first step is to pay the recital fee as discussed in paragraph 4 below. The next step is to log onto the web site using your MyID and password, click on "School Services," then "Recitals," and follow the instructions. Please review the policies and procedures below before proceeding. If you have questions, contact Ms. Marlys Jones (room 321/542-3236/mjones@uga.edu).

To accommodate those students who must schedule a required recital, **all required recitals should be scheduled during the first four weeks of the semester.** Students who wish to give a non-required recital **during the first half of the semester** may also schedule their recital during the first four weeks. If a required recital exceeds the stipulated maximum length, the student may sign up for the additional recital time as a non-required recital, i.e., during the first four weeks **if the recital will take place during the first half of the semester.**

All recitals (required or non-required) are to be scheduled by the midpoint of the semester. Failure to schedule recitals in a timely manner may result in postponement if all the possible slots for the semester have been taken.

Fees for required recitals are due during the first three weeks of a semester. Ms. Challis Snowden in the Music Office will collect recital fees (payable by check, cash, or credit card) on Tuesdays and Thursdays from 9:00 a.m. to 3:00 p.m. (or Ms. Jennell Hutchins on other days if there are extenuating circumstances). Recital fees are based on the **total length** of the program, including pauses between works/movements, applause, cleaning the instrument, etc. Recitals must begin on time and their length must not exceed the time paid for. If a recital must be postponed, the fee will remain in the student's account until the recital is rescheduled. Canceling of recitals is done through Ms. Marlys Jones.

A recital program (one or more students) must be no less than 45 minutes and no more than 60 minutes. Students who are performing less than 45 minutes on afternoon recitals (3:30/3:35 or 5:00) must take the initiative as needed to find one or more additional students to fill up the program. Students must do this as early as possible because the recital time/date is not confirmed until 45 minutes are scheduled. Suggestions to students: (1) Look for other students in your applied professor's studio as recommended by the professor. (2) Check the "Recital Needs" bulletin board located just outside the Music Office. Its purpose is to help you find other students to fill your recital slot. You may also request assistance with this from the graduate assistant assigned to this duty.

All printed concert and recital programs must be prepared by the student through the online scheduling process. The online process automatically forwards the program to the appropriate professor for approval, and submits it to Ms. Marlys Jones (room 321/mjones@uga.edu) for duplication. Programs must be prepared using the online process in order to insure uniformity, and this must be done **at least two weeks in advance of the performance.** Failure to meet this requirement will result in a \$25 late fee collected by Ms. Challis Snowden (or by Ms. Jennell Hutchins if Ms. Snowden is not available) in the Music Office. The online process will not allow the preparation of late programs until the late fee has been paid.

D.M.A. students must complete a Recital Program Proposal form two months in advance of their recital date. This form is available in the Graduate Music Office, and it must be signed by all members of the student's Advisory Committee. **Note: the D.M.A. Recital Program**

Proposal form does not satisfy the requirement for the student to prepare the program through the online process.

The online scheduling process also includes the procedure for the submission of publicity information, including a brief bio and photo (jpeg or tiff*). This, too, must be done two weeks in advance of the performance. Publicity is coordinated by Ms. Julia Caldwell at jpowell@uga.edu. *If you do not have a photo, please make an appointment for Ms. Caldwell to take one for you. This publicity information will be used on the Events section of the HHSOM web site.

Summary of calendar guidelines:

Weeks 1-3: Pay fees for required recitals

Weeks 1-4: Schedule required recitals. Also, schedule non-required recitals that will be performed prior to the midpoint of the semester.

Week 5 to the midpoint: Pay for and schedule non-required recitals that will be performed at any time in the semester (but please avoid the last four weeks of fall semester/last six weeks of spring semester, and especially the last two weeks of fall semester/last three weeks of spring semester).

All recitals should be scheduled by the midpoint of the semester.

Fee Schedule

For Required Recitals:

Performance Majors

Freshman (0-15 minutes)-\$15

Sophomore (20-30 minutes)-\$25

Junior (30-45 minutes)-\$35

Senior/Graduate (50-60 minutes)-\$50

For Non-Required Recitals:

0 - 10 minutes: \$10

11 - 20 minutes: \$20

21 - 30 minutes: \$25

31 - 40 minutes: \$35

41 - 50 minutes: \$40

51 - 59 minutes: \$50

Non-performance Majors

Freshman (0-10 minutes)-\$10; Sophomore (10-20 minutes)-\$20; Junior (15-25 minutes)-\$25; Senior (20-30 minutes)-\$25

Times and Venues: Afternoon recitals (3:30/3:35 and 5:00) totaling 45-60 minutes may be scheduled on any weekday. No 8:00 p.m. recitals are held on Fridays. Performances in Edge and Ramsey Halls are usually not scheduled concurrently with events in Hodgson Hall. Performances should be scheduled to avoid conflicts with related programs, large performing organization programs, and Second Thursday Series programs.

Edge Hall: All undergraduate and masters recitals, except percussion, are typically held in Edge Hall. Afternoon timeslots (3:30/3:35 and 5:00 pm) are available for freshmen, sophomores, juniors and seniors. (Graduate students may also use afternoon times if desired.) Evening timeslots (6:30 and 8:00 pm) are available for hour-long recitals by seniors (i.e., senior performance majors and senior honors recitals) and masters students. Rehearsal maximums for Edge Hall are as follows: (1) Senior or graduate recital: Four hours. (2) Junior recital: Two hours. (3) A recital appearance or a jury: One hour.

Ramsey Hall: Only doctoral and percussion recitals are typically held in Ramsey Hall. Doctoral recitals may be held at either 6:00 pm or 8:00 pm. Non-doctoral percussion student recitals are held only at 3:30/3:35 pm. The rehearsal maximum for any recital in Ramsey Hall is three hours. Refer problems and requests for exceptions to Dr. William Davis (room 325/542-2805/wddavis@uga.edu).