Information about arranging your student recital: 2016-17 Academic Year

This document applies to junior, senior or graduate recitals, and includes the policies and procedures for reserving the desired recital day/time/venue, music licensing and archival, calendar entry, and printed programs.

Policies
1. All undergraduate and graduate recitals will be charged a non-refundable fee of $75 to offset the cost of PSOA House Management staff, and program layout/printing. (This cost will most likely go up for the 2017-18 academic year – notice will be given if the fee is changed).
2. The PSOA Event Request Form is a tentative reservation; the day/time/venue is not confirmed until after payment has been received.
3. All student recital program information must be provided by the student after approval of their principal instructor. The Music Department must prepare your Recital Program, which maintains accreditation archives as well as notification to the BMI, ASCAP, and SESAC music licensing agencies.
4. Students are responsible for their own Recital Poster Design, Printing, and Marketing, and must remove ALL of the posters they put up following the recital date.

Procedure for Space Reservations
1. Check venue availability in ROAR, the campus space scheduling software. At uwm.edu/roar, without logging in, click on ‘Performance Space Viewer’ in the ‘Public Location Searches’ box. Click on the ‘Availability’ tab in the middle of the screen, and then start checking your possible dates in your desired venue (both recital and dress rehearsal). A ROAR tutorial video is available here: https://www.youtube.com/watch?v=HC6IwVx_fsE
2. Check your possible dates with your principal instructor and your accompanist or ensemble as appropriate.
3. Check venue availability in ROAR again. The PSOA Event Request Form will ask you for 2 possible dates and all venues are first-come, first-served for student recitals, so please double-check that your desired day/time/venue is still available, even if step 2 only took 24 hours. Standard recital times are 3pm and 7:30pm only.
4. Submit the PSOA Event Request Form at http://uwm.edu/arts/facilities/event-form/. This form will request the following information:
   a. Full Name and Contact Information, including undergraduate or graduate status
   b. Event Name: FirstName LastName Junior/Senior/Graduate YourInstrument Recital (e.g. Kathryn Henry Senior Vocal Recital)
   c. Principal Instructor Full Name and UWM email address
   d. 1st and 2nd Choice of Dates, your desired Time (3pm or 7:30pm), and your desired Venue, as well as Dress Rehearsal times
   e. Choice of Piano
   f. Any general information you think PSOA Facilities and the Department of Music should be aware of for your recital.
5. After you submit the PSOA Event Request Form, you and your Principal Instructor will receive an auto-email with the information that you entered.
6. Within 7 days, the PSOA Operations Manager will tentatively reserve your recital (or email you to reschedule if both dates are no longer available), and send
**you a link to pay the $75 recital fee** via the PSOA Box Office (either online, in person, or over the phone).

7. **You have 14 days to pay** before you’ll need to start over at step 1 as your tentative reservation will be cancelled.

8. **Following payment, the PSOA Operations Manager will confirm** your recital day/time/venue via email. SAVE THIS EMAIL.

9. If you **need to change** your Recital day/time/venue, please check ROAR availability (step 1), and please reply to the confirmation email you received in step 8 from the PSOA Operations Manager with your requested change.

10. Your **event details will appear in the Student Recital** listing on the Music Department webpage at arts.uwm.edu/music (after you submit items A and B below).

**Printed Program Procedures**

The following is due NO LATER THAN 4 WEEKS prior to your recital date via email to psoa-programs@uwm.edu. It should be sent as a single doc, docx or rtf file (or copy/paste the text into the body of the email itself) – do not send this text in bits and pieces.

A. Event Name: FirstName LastName Junior/Senior/Graduate YourInstrument Recital (e.g. Kathryn Henry Senior Vocal Recital)

B. Recital Date, Time and Venue

C. Complete Program Order, including any movement titles, intermission, and date of birth (and death, if applicable) of composers

D. Names and Instruments of accompanists and other musicians

E. Program Notes, if space remaining.
   a. Junior and Senior Recitals are restricted to two pages of program information total.
   b. Graduate Recitals are allowed up to six pages of program information.
   c. Vocal Translation: These are not printed by Department of Music. The student must provide these as additional handout materials.

Programs will be printed (8.5“×14” folded in half) and delivered to Zelazo 110. PSOA House Managers will file the required Music Archival copies, and bring the remainder to your recital venue for the performance.