

UW-Milwaukee Peck School of the Arts
Department of Music
Finalized 8/27/19

Information about arranging your student recital: 2019-20 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. The PSOA Student Recitals Form is a tentative reservation; the day/time/venue will not be confirmed until after payment has been received.
2. Students are responsible for their own Recital Poster Design & Printing and Marketing. Students should not put posters up on PSOA building walls, doors, and windows, and should use the appropriate posting/bulletin boards. All of the posters put up must be removed immediately following the recital date.
3. On-campus undergraduate and graduate recitals:
 - a. All venues are first come, first served for student recitals.
 - b. No on-campus recitals can be scheduled starting study day through graduation (covering the entire final exam dates for fall/spring terms).
 - c. All on-campus recitals will be charged a non-refundable, non-negotiable fee of \$75 to offset the cost of PSOA House Management staff. House Management staff is responsible for audience safety and security only; if you need assistance for setup transitions or technology use during your recital, you have two options:
 1. Find your own volunteers to assist.
 2. Request from PSOA Facilities as part of the Recital form – they will bill at \$20/hour after the recital has occurred.
 - d. Joint Recitals: If two (2) students are sharing an on-campus recital day/time, they will be charged a non-refundable, non-negotiable fee of \$100 to offset the cost of PSOA House Management staff. Each student is responsible for \$50 fee.
 - e. Standard recital times are 12pm (noon), 3pm and 7:30pm only.
 - f. Any re-scheduled recitals within 21 days of the originally scheduled date will be charged a change fee of \$25. Extenuating circumstances will be reviewed by Chair and Operations Manager.
4. Off-campus undergraduate and graduate recitals:
 - a. A current UWM Music faculty or academic staff member must be in attendance at the recital; PSOA Operations Manager must have the contact information of this representative.
 - b. A PSOA Student Recitals form MUST be submitted, just like for an on-campus recital.
5. All student recital program information must be provided by the student(s) after approval of their principal instructor. PSOA Facilities must prepare your Recital Program, which maintains accreditation archives as well as notification to the BMI, ASCAP, and SESAC music licensing agencies. (see Procedures below).
 - a. All recitals will be charged a non-refundable, non-negotiable fee of \$25 to offset the cost of program layout and printing. Joint recital students are responsible for \$12.50 each.
 - b. If program information is not provided by the deadline (10 business days prior):
 - i. a late fee of \$25 will be charged if submitted on days 9-6
 - ii. a late fee of \$50 will be charged if submitted on days 5-1.

Procedure for Space Reservations

1. **Check venue availability in ROAR**, the campus space scheduling software. At uwm.edu/roar, without logging in, click on 'PSOA Public Event 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 dates). For off-campus recitals, please use

- 'PSOA Off Campus' as your search location for other PSOA events occurring off-campus.
- a. Do NOT login to ROAR, and do NOT enter your own requested reservation in ROAR (your request will be denied).
 - b. A ROAR tutorial video is available here: <https://www.youtube.com/watch?v=Sq7293eQXF4>
2. **Check your possible dates with your principal instructor** and your accompanist or ensemble as appropriate.
 3. **Submit the PSOA Student Recitals Form** at <http://uwm.edu/arts/student-resources/student-recitals-form/> (linked from arts.uwm.edu/student-resources). Prior to completing the Student Recitals Form, check venue availability in ROAR again. The Student Recitals Form will ask you for 2 possible dates, so please double-check that your desired day/time/venue is still available (even if step 2 was completed within the past 24 hours). This form will request the following information:
 - a. Full Name and Contact Information, including undergraduate or graduate status
 - b. Event Name should be formatted as follows: FirstName LastName Junior/Senior/Graduate YourInstrument Recital (e.g. Vanellope von Schweetz Graduate Electric Guitar Recital)
 - c. Principal Instructor Full Name and UWM email address
 - d. 1st and 2nd Choice of Dates, your desired Time (12pm, 3pm or 7:30pm), and your desired Venue (please use 'Other' if off-campus)
 - e. Checkbox and desired date for Dress Rehearsal scheduling request (PSOA Operations Manager will follow-up with you regarding time)
 - f. Choice of Piano
 - g. Any general information you think PSOA Facilities and the Department of Music should be aware of for your recital (reception, equipment request, stage layout, etc).
 4. After you submit the PSOA Student Recitals Form, you and your Principal Instructor will receive an **auto-email** with the information that you entered.
 5. Within 7 days, the **PSOA Operations Manager will tentatively schedule** your recital time/date (or email you to reschedule if both dates are no longer available), and **send you a link to pay the recital fee** via the PSOA Box Office (either online, in person, or over the phone).
 6. **You have 14 days to pay** before you'll need to start over at step 1 as your tentative reservation will be cancelled.
 7. **Following payment, the PSOA Operations Manager will confirm** your recital and day/time/venue via email. **SAVE THIS EMAIL.**
 8. 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 7 from the PSOA Operations Manager with your requested change.
 9. 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 2 WEEKS (10 business days) prior to your recital date via email to psoa-programs@uwm.edu and your principal instructor. 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 over multiple emails.

- A. Event Name: FirstName LastName Junior/Senior/Graduate YourInstrument Recital (e.g. Merida DunBroch Senior Accordion 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. Please see Music Department Style Guide on the PSOA Student Resources page (linked from arts.uwm.edu/student-resources) for formatting.
- 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.

Timelines:

1. Recital Hearing (4 weeks prior to recital date): Recital program draft (with complete copy and in the template layout) should be provided to your Principal Instructor for their review. If they require revisions, a new draft should be provided until it is approved.
2. 11 business days prior to recital date: Approved recital program copy submitted via email to psoa-programs@uwm.edu.
3. PSOA Facilities staff will layout using approved 8.5"x11" template and email a PDF proof for review. Any changes must be submitted within 1-2 business days – any changes after that deadline are not guaranteed.
4. PSOA Facilities will make copies (40 for solo recitals, 70 for joint recitals).
5. Day of Recital (or business day prior): Programs will be delivered to Zelazo 110.
 - a. On-campus recitals: PSOA House Managers will bring to your venue for the recital.
 - b. Off-campus recitals: You are responsible for retrieval (during Box Office hours) and delivery to the venue yourself.