Information about arranging your student recital: 2018-19 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 is not confirmed until after payment has been received.
2. Students are responsible for their own Recital Poster Design & Printing, Marketing, and Program Copy & Printing. 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. All student recital program information must be approved by their principal instructor, and the PSOA Music Recital Template and Style Guide must be used for layout.
   a. At the recital hearing 4 weeks prior to the recital date, a completed program draft should be provided to the principal instructor for their review.
   b. Students are responsible for providing 8 archival hard copies for accreditation archives as well as notification to the BMI, ASCAP, and SESAC music licensing agencies. (see Procedures below).
4. 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.
   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 $120 to offset the cost of PSOA House Management staff. Each student is responsible for $60 fee.
   e. Standard recital times are 12pm (noon), 3pm and 7:30pm only.
   f. Archival program copies (8) should be handed to PSOA House Manager.
5. 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.
   c. Archival program copies (8) should be delivered to Zelazo 110.

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. It 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. Wendy Darling Graduate Mandolin 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 8 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
Using the Microsoft Word template from arts.uwm.edu/student-resources, please enter your program copy:
1. Cover page: Event title (following format as listed previously), Additional performer(s) and instruments, Event location, Event date, Event time
2. Back Page: Biographies (you, performers or composers)
3. Inner Page 1: Complete Program Order, including any movement titles, intermission, and date of birth (and death, if applicable) of composers
4. Inner Page 2: Program notes

Program Formatting Notes:
1. All text should be in Verdana, in black. Anything in the template as red needs revision.
2. The three (3) included images should NOT be moved or deleted: Dept of Music cover image, PSOA/UWM logos on cover, and the recording note on inner page 1.
3. Please adjust the font size as appropriate to make your content fit in the space available – this applies to all pages. Default should be 10-12 in Verdana
4. If additional notes (vocal translations, etc) are required, please match the recital program formatting.
5. Program Copy Content Formatting: Please see Music Department Style Guide on the PSOA Student Resources page (linked from arts.uwm.edu/student-resources)

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. Day of Recital: Programs should be printed/copied (8.5”x11” folded in half), and brought to your recital venue. You are required to supply 8 copies for Music Archives and licensure. These should be handed to your House Manager for on-campus recitals, or delivered to Zelazo 110 for off-campus recitals.