

UW-Milwaukee Peck School of the Arts
Department of Music
FINALIZED September 13, 2022

Information about arranging your student recital: 2022-2023 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.

Procedures for Recitals:

We expect that unless mitigating circumstances have been discussed and approved in advance by your principal instructor, your recital will be performed live, unless campus policies no longer permit that alternative.

1. The live performance:
 - a. will be open to the public (following any venue capacity limitations and/or rules regarding face coverings, etc.) if scheduled in the Music Recital Hall, may be livestreamed via YouTube Live (on the PSOA Recitals channel, linked from arts.uwm.edu/calendar), using PSOA equipment, to the general public. The student will also have the opportunity to schedule an appointment at the PSOA Box Office to download the livestreamed file, the week after the recital occurs. PSOA will not support a student recital livestream in any other venue.
 - b. may be presented in any venue/room you choose (excluding Bader Concert Hall), pending availability.
2. (if you are approved in advance) The recorded performance:
 - a. may be recorded in any venue/room you choose (excluding Bader Concert Hall), pending availability. Recording equipment and/or personnel are not provided by PSOA.
 - b. may be an audio-only recording or a video+audio recording. Unless otherwise discussed with your principal instructor, the expectation is for minimal editing of the final result.
 - c. should be provided to your principal instructor for evaluation as a standard file format using university platforms (OneDrive, Canvas, etc).
 - d. may be released on any platform you choose to your own invited audience. You must include this statement with the recording: "This is a student-produced recording, in partial fulfillment of work towards a BA/BFA/MM in Music at the University of Wisconsin-Milwaukee's Peck School of the Arts."
3. Location: If you choose a UWM-controlled venue/room for either a live event or a recording, there may be a cost involved. (see below)
4. You are required to submit:
 - a. the PSOA Student Recitals Form
 - b. your program PDF using the Music Student Recital Template

PSOA Student Recitals Form will request the following information:

1. Full Name and Contact Information, including undergraduate or graduate status
2. Principal Instructor Full Name and UWM email address
3. "Event Name" to be formatted as follows: FirstName LastName
Junior/Senior/Graduate YourInstrument Recital (e.g. Lottie La Bouff Graduate Lute Recital)
4. Live or Recorded?
5. Date of live event or date recording will be completed
 - a. If Live: 1st and 2nd Choice of Dates, your desired Time (12pm, 3pm or 7:30pm), your projected Audience, checkbox and desired date for Dress

- Rehearsal scheduling request (PSOA Operations Manager will follow-up with you regarding time)
- b. If recorded: audio only or audio+video?
- c. Livestream or recording release plans, if any??
- 6. Space needs: UWM on-campus, off-campus, no space needed
 - a. If UWM on-campus, your desired venue or room (and if in Music Recital Hall, YouTube Live or not?)
 - b. If off-campus, your projected venue
- 7. Any general information you think PSOA Facilities and the Department of Music should be aware of for your recital (equipment request, stage layout, etc).

Policies for Face-to-Face (F2F) Recitals

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. On-campus undergraduate and graduate recitals:
 - a. All venues/rooms are first come, first served for student recitals. Bader Concert Hall is not available.
 - b. No on-campus recitals can be scheduled starting study day through graduation (covering the entire final exam dates for fall/spring terms).
 - c. Dress rehearsal for recital must be scheduled in the same venue as the recital itself. The Operations Manager prefers that dress rehearsal day/time is requested in the original recital form; any requests made via email are not guaranteed, and no requests will be honored with less than 48 business hours' notice.
 - d. Space requests for recital hearings should not be sent to the PSOA Operations Manager. They should instead be scheduled via your Principal Instructor, Area Head, and/or the Performing Arts Programs Staff; the Music Recital Hall may be reserved for this purpose.
 - e. All on-campus recitals will be charged a non-refundable, non-negotiable fee of \$75 to offset the cost of PSOA House Management staff and livestream. If your venue changes from on-campus to off-campus, you might be eligible for a refund based on when the change is requested:
 - i. 28 days or more before recital date: \$70 refund
 - ii. 21-27 days before recital date: \$40 refund
 - iii. 0-20 days before recital date: \$0 refund
 - f. 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 and livestream. Each student is responsible for \$50 fee.
 - g. Standard recital times are 12pm (noon), 3pm and 7:30pm only.
 - h. Rescheduling Recitals:
 - i. Recitals may be rescheduled once; each additional reschedule incurs a change fee of \$25.
 - ii. Extenuating circumstances will be reviewed by Chair and Operations Manager.
3. Off-campus undergraduate and graduate recitals:
 - a. We recommend that a current UWM Music faculty or academic staff member be in attendance at the recital; PSOA Operations Manager should have the contact information of this representative.
 - b. A PSOA Student Recitals form MUST be submitted, just like for an on-campus recital.

Program Policies:

1. Students are responsible for their own Recital Poster Design & Printing, Marketing, and Program Copy & Layout (plus Printing, if applicable). 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.
2. 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 the final program PDF both for accreditation archives and notification to the BMI, ASCAP, and SESAC music licensing agencies. That PDF should be provided via email to psoa-programs@uwm.edu. If that PDF is not provided on or before the day of the recital (day 0 ends 11:59pm central time) or the equivalent:
 - i. a late fee of \$10 will be charged if emailed on days 1-7.
 - ii. a late fee of \$25 will be charged if emailed on days 8+ and an incomplete will be entered in PAWS.

Program Procedures

Using the Microsoft Word template from arts.uwm.edu/student-resources, please enter your program copy:

1. Page 1:
 - a. Event title: FirstName LastName Junior/Senior/Graduate Your Instrument Recital (e.g. Tiana Rogers Senior Guitar Recital)
 - b. Event location (or online equivalent), Event date, Event time
 - c. Complete program order, including any movement titles, intermission, and date of birth (and death, if applicable) of composers; additional performer(s) and instruments if applicable.
2. Pages 2-6 if desired: biographies, program notes, translations, etc

Program Formatting Notes:

1. All text should be in Verdana, in black. Anything in the template as red needs revision (or deletion, if it's something that you choose not to include).
2. Please be careful copying and pasting existing text into the template. Copy/Paste can cause issues with the existing header and/or formatting structure. We recommend working:
 - a. in Microsoft Word as a desktop application (not Word Online). There is a known issue with the 'tab stop' spacing that will affect where the composer name mis-aligns in Word Online. If you do not have Word on your computer, you can download/install it from Office365 (tutorial video available here: <https://uwm.edu/o365/about-o365/>).
 - b. with the ¶ icon clicked so you can see the underlying formatting and spacing structure setup for your use.
3. The first page header+logo should NOT be moved or deleted.
4. Please adjust the font size as appropriate to make your content fit in the space available. Default should be 10-12 in Verdana.
5. If additional page(s) are required (vocal translations, etc), please match the recital program formatting.
6. Program Copy Content Formatting: Please see Music Department Style Guide on the PSOA Student Resources page (linked from arts.uwm.edu/student-resources).

Program 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 (or equivalent): Program PDF (not doc, docx, pages, rtf, txt, GoogleDoc, etc – PDF only) should be emailed to psoa-programs@uwm.edu for accreditation archives as well as notification to the BMI, ASCAP, and SESAC music licensing agencies.
3. See Program Policies for penalties if programs not submitted on time.

Procedure for Space Reservations for On-Campus Recitals

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).
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** (and YouTube Live link, if applicable) **will appear in the semester's Student Recital event** on the PSOA calendar at arts.uwm.edu/calendar.