

[LINK: Music Event Reservation Form \(PDF\)](#)

University of Tennessee School of Music Recital Guidelines

Policies and Procedures for Scheduling School of Music Classrooms and Facilities University of Tennessee

1. **PRIORITY**

The academic space and facilities of the School of Music are intended primarily to support the on-going instructional programs of the School of Music. Secondary priority is given to programs sponsored and conducted by academic and administrative units or organizations affiliated with the School. Other use of the space and facilities may be permitted for activities intended to serve or benefit the School or the University.

All functions must be sponsored by and/or affiliated with the School of Music or another University entity or registered organization.

2. **RECITAL SCHEDULING**

Reservation requests must be made to the scheduling office and will be granted based on availability and the priorities of the desired space. Request from individuals must be approved by the faculty advisor, while requests from student organizations must be submitted by the organization's president and approved by the faculty advisor. One copy of the approved reservation request will be placed on file and a copy must be able to be produced upon the request of a University official.

Reservation and permission to use performance halls must be granted through the Program Resource Specialist (Room 209 Haslam Music Center) and will be granted based on availability and the priorities of the desired location in the Natalie L. Haslam Music Center. The School of Music is under no obligation to honor reservations made outside approved operating procedures. No one may reserve space or facilities and then permit its use by a non-registered organization or off-campus group or persons.

3. **SECURITY**

University Police personnel will not unlock outside doors without prior approval from the Director. Custodial Services personnel are not authorized to vary outside locking/unlocking schedules.

Permission to be in the building after operating hours must be obtained through the Director of the School of Music.

Keys issued must be returned by the date and time specified on the reservation request. It is the responsibility of the person signing the request to see that the room(s) used is/are locked after use and that the key(s) is/are returned back to the main office.

APPROVED TIMES/CONCERT LENGTH

Faculty, guest artist, and degree recitals (junior, senior, graduate) may be scheduled prior to the beginning of the semester in which the recital is given and/or up to six weeks in advance of the scheduled date. Non-degree student recitals should not be scheduled more than six weeks in advance of the event. All recitals must be scheduled at least six weeks in advance of the event. The appropriate applied area faculty or individual applied faculty member must approve all student recitals in advance.

Approved recital times in U.T. Sandra G. Powell Recital Music Hall:

Weekdays: 6:00 pm (Junior), and 8:00 pm (Senior, Graduate, Faculty, Guest Artist)

Weekends: 1:00 and 3:00 pm, 6:00 pm (Junior), and 8:00 pm (Senior, Graduate, Faculty, Guest Artist)

Approved recital times in Alumni Memorial Building:

Weekdays: 6:00 pm (Junior), and 8:00 pm (Senior, Graduate, Faculty, Guest Artist)

Weekends: 1:00 and 3:00 pm, 6:00 pm (Junior), and 8:00 pm (Senior, Graduate, Faculty, Guest Artist)

Junior recitals should not exceed thirty (30) minutes total length, including on and off stage time, and MUST be scheduled in pairs. Senior recitals should not exceed Sixty (60) minutes in length, including on and off stage time.

TO SCHEDULE A RECITAL

1. Pay the \$35 recital fee to Tracy Viles located in Room 117-G Haslam Music Center. The fee is payable by cash or check made to the University of Tennessee. The fee covers recording set-up and one copy of your recital CD. Additional CD's are \$5.00 each. Once payment has been made, see Jay Anderson in Room 209 Haslam Music Center to reserve the room/date.
2. Visit the School of Music website at <http://www.music.utk.edu/> to obtain forms. Recital guidelines/scheduling information can be found by following these links: Undergraduate Students or Graduate Students, Forms, Recital Forms.
3. Complete the Event/Reservation Form and submit it to your applied music professor for e-signature approval. Once the professor approves the form, he/she will submit it electronically to Jay Anderson. This form must be submitted to Jay Anderson within (one week) of scheduling your recital to secure the date/time.
4. You must have a pre-recital hearing with your professor. Once you pass the hearing, bring the signed Pre-Recital Hearing Form to Carolyn Anderson in Room 117-B Haslam Music Center.
5. After passing the hearing, see Jay Anderson to schedule dress rehearsals in the space where your recital will be held: junior recital-one hour; senior recital-two hours; graduate recital-two hours.
6. Two weeks prior to the recital, complete the Recital Program information Form and e-mail it to Dale Molter at dmolter@utk.edu
7. There is a standard stage set-up for all student recitals. A standard set-up includes instrumentalist(s) and pianist at center stage with overhead recording provided. If you require changes to this set-up, please complete the Recital Stage Setup Form and return to Chris Jerger' s Mailbox in Room 117-D two weeks prior to the recital.
8. A CD of your recital will be given to your applied music professor within one week after the event.

KEYS

If keys are needed for the event, collect keys before 3:30 PM the last business day prior to the recital from the Music School office in the appropriate building. All keys must be returned to the same office by 9:00 AM the first business day following the recital. For keys, see Adrienne Dilulio in Room 117 Haslam Music Center.

CANCELLATION POLICY

Postponing or canceling a recital is a serious step that causes extra work for a number of offices. If a student recital is postponed or cancelled it will not be rescheduled during the same semester. Students must gain approval from their applied faculty member in order to postpone or cancel a recital and must inform the scheduling office immediately. Payments are non-refundable unless approved by the Director of the School of Music.