

Degree Recital Scheduling Procedures

Degree recitals in the **Recital Hall (RH)** and the **White Box (WB)** will occur on a regular schedule and typically on weekends. Weeknights will also be available as a second default option. This document describes procedures for all undergraduate and graduate degree recitals *other than organ*. Organ recitals will be scheduled through DPAC and the Basilica of the Sacred Heart. Still, the desire to avoid scheduling conflicts within and across the programs will necessitate coordination with the schedule of organ recitals.

Scheduling Options

The following schedule offers as many as 10 possible recital options per weekend, that is, five recital start times in each of the two performance venues (2 X 5 = 10):

Friday, 7:00 pm

Saturday, 4:00 and 7:00 pm

Sunday, 4:00 and 7:00 pm

(also weeknights, 7:00 pm)

Dress rehearsals will also occur on a regular schedule:

Thursday rehearsals for Friday concerts and Friday rehearsals for Saturday concerts:

9:00-10:45; 11:00-12:45; 1:00-2:45; 3:00-4:45

Saturday rehearsals for Sunday concerts:

9:00-10:45; 11:00-12:45; 1:00-2:45

Nota bene: SMND choral-conducting dress rehearsals typically run for three hours (currently Saturday, 10:00 – 1:00). Conducting students will reserve two dress-rehearsal slots to accommodate this longer rehearsal time (9:00-10:45 and 11:00-12:45).

Written Requests

Undergraduate Recitals. Students will submit requests for performance dates, times, and venues in writing (email) to the Scheduling Coordinators (Noelle Elliott, Department; Janet Rudasics, SMND). Each student needs to consult with his/her primary studio teacher and piano accompanist to be sure the proposed dates coordinate with the teacher's and accompanist's availability. *The studio teacher must approve the proposed dates and be copied on the student's email request to the Scheduling Coordinators.*

Graduate Recitals. Graduate **conducting students** will consult their studio teacher to select from pre-determined dates available for choral recitals; dates are determined by the Scheduling Coordinators (Janet Rudasics and Noelle Elliott). **Voice students** will consult with their studio teacher, the SMND Scheduling Coordinator, and their accompanist to select an appropriate recital date; written authorization from the studio teacher must be received to secure a recital date.

All students (and studio teachers) must consult with the Scheduling Coordinators to be sure they are respecting the priorities for conflict avoidance for each of the individual programs (department and SMND) described below.

All students should include a request for a single performance weekend (or weekday) and a ranked list of preferred days, times, and venues within that weekend (also indicating if the specialized features of the WB are essential—larger “stage” capacity, projection capability, flexible seating, etc.). Shortly after the deadline for the requests (October 1; see timeline below), the two Scheduling Coordinators will meet to consider all of the requests from the two programs. They will make every effort to accommodate the requests as they finalize the schedule, in consultation with the Department Chair, Director of SMND, and the Facilities Management and Scheduling Committee.

Timeline and Deadlines

June 1 of the prior academic year: deadline for the Scheduling Coordinators to reconfirm the schedule of faculty, guest artist, and ensemble performances

This deadline includes all choral-conducting degree recitals since they involve ensembles and are therefore logistically more complex to schedule than solo recitals. The norm will be for several of these conducting recitals to occur in the fall semester, further justifying their priority scheduling but also helpfully relieving some of the pressure on scheduling for spring-semester degree recitals.

October 1 of the academic year of the degree recital: deadline for submitting degree recital scheduling requests for all instrumental and vocal recitals, following the procedures outlined above under “Written Requests.”

November 1 of the academic year of the degree recital: deadline for Scheduling Coordinators (department and SMND) to release the degree recital schedule for instruments and voice to the studio faculty and their students

Late Requests and Schedule Reconfirmation

Any requests for scheduling assignments or adjustments after November 1 must be in writing and must follow the guidelines described above under “Written Requests.” The Scheduling Coordinators will again make every effort to accommodate the requests, in consultation with the Department Chair and Program Director. However, students (and their teachers) must accept that, as time progresses, the chances for priority scheduling will diminish.

The two Scheduling Coordinators will reconfirm the degree recital schedule for the spring semester on **January 15**.

Conflict Avoidance Priorities

1st Priority: avoid conflicts among degree recitals and other performances *within* each of the two programs (department and SMND).

See Sections 4 and 5 of Appendix 1 for more detail on avoidance of double booking and required student attendance in SMND.

2nd Priority: to the degree possible, avoid conflicts of any kind among *all* performances across the two programs—degree recitals, ensemble concerts (ND Symphony, Opera ND, Choral, etc.), faculty and guest artist performances, etc.

N.B. In certain cases, priority 2 will rise to a higher level, for example in the case of scheduling either graduate vocal or choral conducting degree recitals that involve students also participating in either Opera ND or the Chorale's Messiah performance.

Non-Degree Student Performances

To reiterate: the deadline for requests for degree recital dates/times is 10/1 (with the exception of graduate choral conducting, which is June 1); the Scheduling Coordinators will announce the schedule by 11/1 (see above). The deadline for requests for *non-degree* student performances (both undergraduate and graduate) is 11/15 and rolling thereafter. Requests must be submitted following the procedures outlined above under the section “Written Requests.” These requests should also include a justification, if there is an exclusive request for one of the two performance venues—either the RH or the WB. Students will be informed individually by email about their requests soon after 11/15, or later if appropriate.

DMA students who have (1) performed their three degree recitals, including their lecture recital, (2) are ABT, and (3) have completed their three years of residency, will not be considered for student privileges in regard to performance venues in O'Neill Hall.