

Student Degree-Required Recital Policies

ENROLL

- All students performing a degree-required recital must be enrolled in one of the following courses.
- Students not enrolled in their respective recital course will not be permitted to hold their recital in the School of Music performance venues (Sharp, Pitman, and Gothic Halls).

DMA

GDMA 6042
LDMA 6052
RPHD 6022

MM

GRRE 5042
GCRE 5051

SR

SRRE 4020
UGRE 4010

JR

JRRE 3020

RECORDINGS

- The School of Music will make audio and video recordings of student degree-required recitals occurring in Gothic, Pitman, and Sharp Halls at no cost to the student. Links to the recordings will be emailed to the student by the Concert Hall Manager once available after the recital.
- All student degree-required recitals in Gothic, Pitman, and Sharp Halls will also be live-streamed to the School of Music webpage. The recording will be archived as “unlisted” on the school’s YouTube channel and stored on the School of Music’s Dropbox account. The choir room does not have live-streaming capabilities.

All student recitals are free and open to public audiences.

SCHEDULING PARAMETERS

- Student recitals should not exceed 55 minutes of content – refer to student handbooks for degree-related scheduling guidelines.
- Recitals will not be scheduled on home football game days.
- Only organ students are permitted to perform a degree-required recital in Gothic Hall.
- Lecture recitals must take place in Pitman Recital Hall.
- If you would like to schedule a small reception following your recital, please make an additional room request through the [Reserve a Room](#) system. Receptions are expected to last 20 minutes or less and are approved for Gothic Hall on a first-come, first-served basis.

DRESS REHEARSAL

- During the semester in which the recital will occur, students may schedule one dress rehearsal beginning the sixth week of classes.
- Dress rehearsals will be scheduled on a first-come, first-served basis, as space and time permit.
- Students must schedule their own dress rehearsal through the [Reserve a Room](#) system. Faculty, other students, or accompanists may not schedule on their behalf.
- Dress rehearsals may not exceed 90 minutes in duration.
- Due to limited available time in the performance halls, no additional rehearsals may be scheduled.

PROGRAMS

- All students are required to print their own programs, program notes, and translations if needed. **Students may not use the OU School of Music copy machine or program paper to print their programs.**
- Students are expected to bring these printed materials with them to their performance.
- Students are welcome to use the program template available on the School of Music website under the Student Resources tab. The use of this template is not a requirement, but it is a helpful resource.
- Programs may be printed on any size, color, or quality of paper.

The week prior to the recital, please email a copy of the program, including program notes and translations if applicable, as a Word Document to the Concert Hall Manager (somhalls@ou.edu). These materials will be posted on the live stream webpage as a courtesy to our online viewers.

POSTERS

- Students are responsible for designing and printing their own posters, if they choose to make one.
- To be displayed in the School of Music, students should email a digital copy of their poster to the School of Music office (oumusic@ou.edu). After submitting the digital copy, students may then bring a maximum of 5 printed copies of the poster to the School of Music office.
- Students will leave the posters with the School of Music staff to be hung up. Student posters will not be shared on School of Music social media channels.

PERFORMANCE

- Students should arrive backstage at the performance venue 45 minutes before their scheduled performance time already dressed in their performance attire and ready to warm up on stage.
- Students will typically be given 30 minutes to warm up and rehearse.
- The house will open for audience access 15 minutes before the recital.

CANCELLATION POLICY

- To avoid paying a \$75 cancellation penalty, written notice of cancellation must be submitted to the Concert Hall Manager (somhalls@ou.edu) no less than 30 days before the recital.

[The Cancellation Form](#) is available on the School of Music website under the Student Resources tab. Cancellation forms must be signed by the student's committee chair/applied professor and submitted to the Concert Hall Manager. It is the student's responsibility to inform all members of their committee and the Undergraduate/Graduate Music office of any canceled recitals.