PART FIVE (V):
CONCERTS AND RECITALS
UNDERGRADUATES AND GRADUATES

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
PART V - CONCERTS AND RECITALS

NO FOOD OR BEVERAGES ARE PERMITTED IN BRYAN HALL THEATRE OR KIMBROUGH CONCERT HALL!

A) Faculty and Ensemble Concerts

Concerts are to be scheduled on Tuesday and Thursday evenings at 8:00 p.m. and Friday afternoons at 3:10 p.m. and 4:10 p.m. These concerts are free admission. The Faculty Artist Series, on Friday evenings at 8:00 p.m. and occasional Sunday afternoons, and additional special events (such as Opera Workshop performances and the Vocal Extravaganza concerts) charge admission. Exceptions must be for a reason other than convenience and be approved well in advance by the Director of the School of Music.

B) Concert and Recital Recording

The Music Program records all recitals and concerts for its archives and assumes responsibility for the cost of recordings. All master recordings become the property of the Music Program. The Performing Arts Facilities Coordinator assigns personnel to make these recordings.

Student, faculty, and other recitals and concerts may be recorded in digital audio and/or video format at the individuals' expense. Blanket permission to make these recordings is granted by the Director with the understanding that no copyright or fair use violations will occur. Individual performers and small groups wishing to have concerts recorded shall make their own arrangements with the Recording Engineer. Performers make payment (check or cash only made out to WSU) to the front office. Names of recording personnel must be listed and recording arrangements must be made on the Confirmation for Use form.

C) Rehearsal Time Limits on Stage

Arrangements are to be made with the Performing Arts Facilities Coordinator at least one week prior to the concert to accommodate requests. Rehearsals will be scheduled between 8:00 a.m. and 6:00 p.m., Monday through Friday, with few exceptions.

D) Scheduling - General

The following procedures are to be followed in scheduling events involving music student groups, faculty, and guest artists.

1. To be assigned a date, time, and place, the event must first be recorded with the Performing Arts Facilities Coordinator, using the Recital Date Selection Form.
2. **Confirmation for Use** and Information forms are mailed or given to the individual who scheduled the event prior to their event date. These forms must be submitted to the Performing Arts Facilitator at least three weeks before the concert date with appropriate signatures.

3. When the performance is scheduled in a space other than those scheduled by the PAFC (Performing Arts Facilities Coordinator), students, faculty and others in the Program must schedule performances through the PAFC to ensure coordination.

4. Completed forms must be submitted by the deadline in order to confirm and ensure availability of staff, space and equipment, purchase order initiation, distribution of publicity material and printing of the program.

### Planning Calendar

1. Beginning in January of each year, ensemble performances are assigned dates to the school performance calendar. Once those dates are assigned, the calendar is open for the scheduling of faculty recitals.

2. In March, performance options for student recitals are made available along with a draft calendar for reference to all students via the main office. This process generally is announced and begins at the first full convocations after Spring Break. Requests are received and serviced on a first come-first served basis. Announcement of recital assignments generally take place in the week prior to closed week.

3. Final approval of tentative dates reserved on the "worksheet" calendar will be made by the Facilities Coordinator, in consultation with the Director, who will finalize the calendar in May of each year.

4. A calendar in the Music Program Office will be kept up to date by the Facilities Coordinator after May 8 of each year.

5. Concerts and recitals may not be scheduled during Closed Week. Recitals during Finals week are possible but only as a rare exception, with approval of the Director.

### Technical Set-Up

When possible, one hour is reserved for technical set-up prior to scheduled rehearsals and performance classes in the Kimbrough Concert Hall or Bryan Hall Theatre. Other times may be available by arrangement with the Facilities Coordinator.
Rehearsals in Bryan Hall Theatre & Kimbrough Concert Hall

Practice times in Bryan Hall Theatre and Kimbrough Concert Hall must be scheduled, one week in advance of rehearsal. Arrangements are to be made with the Facilities Coordinator (Sandra Albers 335-4148), who will consult with the Registrar's Office for approval.

E) Scheduling of Kimbrough Concert Hall Facilities for Non-School Music Use

As stated by the Provost, in the 2009 Academic Affairs Program Prioritization, use of the concert facilities is restricted to School of Music events. Exceptions will be considered by the Director of the School of Music only when the following conditions can be met:

1. The Concert Hall and a qualified technician or student operator are available (the Facilities Coordinator maintains a list of trained personnel).

2. Scheduling of the Concert Hall will not interfere with School of Music usage or impose any additional financial responsibility on the School of Music.

F) Rehearsal Time Allocation

No individual or group will be scheduled one hour before an evening concert except for the individual or group involved in the evening concert/program.

G) Student Recital Scheduling Process

Each March the School of Music calendar is open to students to schedule required recitals. Students must complete and submit the Recital Date Selection Form, available in the main office. Assigned dates are available in the Music School main office and are sent to the studio teacher.

Once the recital date has been approved, a Confirmation for Use, Concert Program Information and Set Up forms are given to the student prior to the recital date which must be completed and submitted as designated on the form. The submission deadline of these forms is three weeks prior to the event scheduled. **Failure to complete the form by the specified deadline date on the form will result in forfeiture of the recital date.**

Students are responsible for providing their own recital programs. Five copies of the program must be submitted to the Main Office.
Required **graduate and full recitals** will be scheduled at 3:10 p.m. and/or 4:10 p.m. in Bryan Hall Theatre or in Kimbrough Concert Hall on Fridays. Tuesday or Thursday evening dates early in each semester will be considered on a space and staff available basis. The full recital shall consist of a minimum of 45 minutes of music.

Required **half recitals** are to be shared when possible and will be scheduled in Kimbrough Concert Hall or Bryan Hall Theatre on Fridays at 3:10 p.m. and/or 4:10 p.m. depending upon availability of space and staff. The half recital shall consist of a minimum of 20 minutes of music.

Any undergraduate recital exceeding 50 minutes of performance time may involve an overtime charge as established by the Director of the School of Music. Students will be responsible for costs related to concerts which extend beyond the approved recital length.

Students presenting required recitals are informed of the results by letter from the Music Advisor. Individual ballots with comments to the student will be included.

H) **Use of Keyboard Instruments**

1. Two pianos are available for use in Kimbrough Concert Hall.

2. There is only one piano available for use in Bryan Hall Theatre.

I) **Use of the Fazioli Piano in Kimbrough Concert Hall**

*Acquisition of the new Concert Hall Fazioli represents completion of an additional step toward achieving a world class music facility at Washington State University. The School of Music’s intention is to make this piano available for as many rehearsals and performances as are appropriate. The following policy hopes to support that intention while at the same time providing safeguards and maintaining the value of the instrument.*

1. Due to the extra staff required to move the piano, and to allow time for tuning, use of the Fazioli and rehearsals must be confirmed at least two weeks in advance of an event.

2. Due to the size, weight and delicacy of the Fazioli, faculty and students using the Fazioli are asked to leave moving and setting of the piano to supervised stage crew. The supervised crew will follow these procedures:

   a. The Fazioli will be moved by three, but no fewer than two trained crewmembers.
b. The wheels must be locked at all times except when the piano is in motion.

c. The wheels must be locked when the piano lid is raised.

d. The piano lid shall be opened and the tall stick placed with no fewer than two trained crewmembers.

e. The cover will be placed on the piano when it is not in use.

f. When the Fazioli is moved from the stage to the elevator lift, or into piano storage, an appropriate leveler will be used.

3. Use of the Fazioli will be allowed when the piano is featured and will be guided by the nature of the event. Final approval will be given by the Director of the School of Music.

4. Standard practice will dictate that the Fazioli will not be moved during a performance.

5. The Fazioli will not be placed onstage in close proximity to any equipment which has the potential for damaging the surface. Traditional concert pieces which require two pianos will be given special consideration.

6. If strumming or plucking of the Fazioli strings is approved by the Coordinator of the Keyboard area, marking must be done in a manner that does not alter the strings nor leave a residue. Markings must be removed promptly after the performance.

7. The Fazioli may be moved to piano storage for short periods of time to allow for more space on stage as needed, and for protection of the instrument.

9. Food and drink are not allowed near the Fazioli.