CALENDAR RESOLUTION
(to be added after faculty approval)

CALENDAR BUILDING 2019-2020

Scheduling Dates

February 4
Guest Recitals, Festivals and Special Events

February 19
Distribute FAS date options

February 25—March 11
Accept FAS date options

March 18
Confirm Guest, FAS, Festival and Special requests

March 26
Student Recitals, Studio Recitals and non-KCH/BHT Recitals/Events

April 8
Confirm all requests

April 22
Non-Required Student Recitals

School of Music
Washington State University
CONCERT/EVENT DATE REQUEST

All Guest, Faculty, Festival and Special Event requests will use the same online form:

CONCERT/EVENT REQUEST FORM
https://music.wsu.edu/facilities/concert-program-information/1744-2/concert-event-request-form/

For Outlook Calendar training, assistance with Online Forms or any other calendar related questions, contact:
Sandra Albers, 509 335 4148
sandra_albers@wsu.edu
Bryan Hall room 224

CONCERT/EVENT REQUEST FORM

FACULTY ARTIST SERIES SCHEDULING

1. The FAS will schedule concerts in one round on a first-come-first-served basis beginning **February 25 at 9am.**

2. Collaborative, shared, and solo recitals will be scheduled at the same time. No preferential treatment will be given to any particular type of concert.

3. Each faculty member may submit as many recital requests as they would like. However, only one concert date will be reserved until the open scheduling period or FAS has completed. When requesting multiple recitals, faculty should indicate which program is their first priority. After the initial scheduling round has finished, requests for multiple recital dates will be scheduled if possible. Faculty members may be asked to update their list of preferred dates for these recitals based on calendar availability.

4. If a faculty member submits for a faculty ensemble, that is considered a separate submission and will not affect their solo/shared recital submission (aside from the order in which they choose to submit the requests).

5. FAS Concerts will continue to be held on Friday evenings, with a Tuesday/Thursday option if Friday is unavailable during your chosen week.

   - The FAS committee still wants to keep the “one FAS Concert” per week rule.
   - Should a faculty member wish to schedule a recital outside of the T/Th/F evening time slots (i.e. Friday afternoon), those requests will be addressed after the student recital scheduling has been completed.
   - Exceptions can be worked out if needed.

STUDENT RECITAL SCHEDULING

Student Recital Date Options and Recital Request Form will be distributed at the end of Full Convocation on **Tuesday, March 26**

Requests will be accepted in the Music School Main Office (Kimbrough 260) **beginning at 1pm.** Requests will be serviced on a first come, first served basis.

REQUIRED RECITAL OPTIONS:
- Full: Senior
- Half: Music Ed, Junior, Business, EE/CS
- Joint: any 2 shared Half Recitals
- Graduate: must be registered in MUS 522

PERFORMANCE SPACES:
- Bryan Hall Theatre (BHT)
- Kimbrough Concert Hall (KCH)
- Kimbrough 101 (K101)
- Kimbrough 115

PERFORMANCE TIMES:
- Tuesday at 8:00pm
- Thursday at 8:00pm
- Friday at 3:10pm
- Friday at 4:10pm
- Friday at 5:10pm

Only one performance will be scheduled per time slot.

Total performance time for Friday slots will not exceed 50 minutes.

Half recitals will not be scheduled on Tues and Thurs evenings.

REQUEST PROCESS

1. Complete the Recital Date Selection Form.
2. List 3 choices of date from the provided date list.
3. Joint recitals are shared recitals (attach 2 forms and hand in together)
4. Studio teacher signature must accompany form (accompanists are not needed at this time but can be useful for scheduling if known.)
5. Return the completed form to the Music School main office, Kimbrough 260 for a date and time stamp.