CALENDAR RESOLUTION PROCESS

In the past, we have solved calendar conflicts in a number of different ways. Moving forward, the Calendar Coordinator will assist in resolving all scheduling requests with conflicting locations. Faculty members with scheduling needs should bring those needs directly to the Calendar Coordinator, who will communicate with involved faculty, students, and staff to provide a resolution. We are all passionate about providing educational opportunities for our students and allowing the Calendar Coordinator to oversee scheduling changes for Kimbrough and Bryan halls provides transparency and clarity for this process. Historically, events have been added to the calendar on a first-come-first-served basis, and to that end, consideration will be given to those who requested the date first.

1. Refer to the calendar, alert the Calendar Coordinator, and make requests
   a. The Calendar Coordinator will contact the involved parties to start a dialogue.
      i. If student recitals are involved, studio teachers will be invited to the meeting. When involved, advisors and representatives of RSOs will be invited to the meeting.
   b. Face-to-face discussion will take place with all involved parties.
      i. Whenever possible, alternative event dates and locations will be provided by the Calendar Coordinator.

2. If no resolution/compromise/agreement has been met, the Calendar Coordinator will request a meeting with all involved parties and the Director of the School of Music. Written statements may be requested from involved parties in advance this meeting. If no resolution/compromise/agreement is met between the parties and the Director as moderator, then the Director gathers all information available to him/her, considers what is the best resolution, and provides a decision.

3. If one or more of the parties contest this decision, moderators (Ombudsman, for example) can be identified and the conversation will continue.

4. Once a final decision has been reached, it will have been made by following a fair process and with thorough consideration of the School of Music (and its resources) by allowing all involved parties the opportunity to share their situation, needs, purpose, and perspective.
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/

Provide three date options in priority order for consideration

The Outlook Shared Calendar: Music Performance will be updated regularly for August 2019-April 2020 for your reference.

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.

   a. The FAS committee still wants to keep the “one FAS Concert” per week rule.

   b. 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.

   c. 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.

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