



## ***Procedure Statement***

### **Presenting Required Student Recitals Off Campus**

The School of Music supports students who wish to present required degree recitals in an off campus venue as long as their applied music instructors support the idea. Here is the procedure for doing so.

- ✓ As usual the student would pick up *Request for Scheduling* forms from George Brown in the Doubleday Concerts Office.
- ✓ If the student is interested in the off campus venue option, he/she must discuss this with his/her applied instructor when obtaining the first signatures on the *Request for Scheduling* form.
- ✓ If the applied instructor approves the off campus proposal, the student would then be responsible for determining a potential date in the chosen venue. This should be done in consultation with the appropriate applied instructor(s) ***who is/are required to attend the recital.***
- ✓ All normal scheduling restrictions would apply.
- ✓ The student would then return to the Concerts Office with the previously determined date and venue to officially schedule the recital with Kevin West.
- ✓ The student would then collect the second signatures, return to George Brown, and pay \$30.
- ✓ The hearing requirement would still apply. The \$20 payment after the hearing would apply.
- ✓ The standard printed program prepared by the Concerts Office would need to be used.
- ✓ The School of Music would *not* be responsible for any arrangements at the chosen venue.
- ✓ The School would *not* be responsible for providing equipment at the chosen venue.
- ✓ The School would provide *no* staff (Trolls, etc.) at the chosen venue.  
The presenter would do his/her best to report an attendance figure to the Concerts Office.
- ✓ None of the usual recording options would be available in the chosen venue. The student would need to make his/her own recording arrangements. Graduate Recitals (MUS 6900) ***must*** be recorded by Western Sound Studios, and the student would be responsible for all charges.