Recital Scheduling Policies
Revised September 23, 2021

For a step-by-step guide on how to schedule your recital, please refer to the [Recital Guide](#).

Recital scheduling requests are only allowed in the first two weeks of each quarter. After the scheduling period concludes, the booking system will close and show no available dates. Please contact the [Production and Events Manager](#) via email if you need to schedule after Week Two. An additional $30 fee will be incurred.

Recitals are only to occur within the first 8 weeks of instruction in all quarters. Students with special circumstances who wish to have a recital during the final weeks of the quarter must, with their advisor’s approval, petition the [Department Chair](#) in writing.

Recital venues: Both Karl Geiringer Hall and Room 1145 may be requested for recital performances. Lotte Lehmann Concert Hall may be booked under special circumstances such as the inclusion of a large ensemble in the performance or unique technical needs. To schedule Lotte Lehmann Concert Hall for your recital, please contact the [Production and Events Manager](#) directly.

There is a **standard recital fee of $80**. Only checks or money orders made payable to “UC Regents” will be accepted—no cash. The recital fee is non-refundable and must be paid at the time of scheduling. This fee covers:

- One dress rehearsal for up to two hours
- One public performance of up to 1.5 hours
- A digital audio recording of your performance for the Department of Music Archives
- When available, percussion equipment may be used after permission from the Percussion Ensemble Director
- Piano tuning
- Program printing (only if requested in addition to the department’s default digital format for student recital programs)
- Publicity
- A stage manager and recording technician
- An usher
- Stage lighting
- Use of stage equipment such as stands and chairs
- Use of AV equipment such as sound systems and projectors. Heavy use of this equipment may require an extra stage hand and can result in additional charges.

CANCELLATIONS AND RESCHEDULING: Cancellations will result in the forfeiture of the recital fee. Only medical emergencies or family emergencies will qualify for a refund.

When a recital date is approved, students must submit a [Student Recital Scheduling Approval (SRSA)](#) form to finalize their booking.