

Scheduling a **Fall 2024 Semester** Non-Degree Required Student Recital

If you would like to perform a **non-degree required recital** (BM Education or BA) during the **Fall 2024 Semester**, follow this checklist:

- Confer with your applied professor and recital partner (if applicable) to target (3) three dates/times/locations for your recital.
 - Recitals must take place at least four weeks before the end of the semester, including finals week. November 10, 2024 = last recital date for fall semester.
 - Check the [Music Department Events Google Sheet](#) to check the availability of on campus venues; The availability of an off campus venue must be confirmed before the scheduling appointment and is the responsibility of the student.
 - Recital times: M-F 7:30 pm ; Sat-Sun 3:00 pm, 5:00 pm, 7:30 pm. (non-negotiable)

- Confer with your applied professor and recital partner (if applicable) to target (3) three dates/times/locations for your pre-recital hearing.
 - Pre-recital hearings must take place four weeks prior to the recital date.
 - Pre-recital hearings may take place in any music department facility and must be reserved with Emily Lindsey.

- Fill out the [Recital Scheduling Form](#)

- April 1-5, 2024**: Schedule recital date with Emily Lindsey in the Music Department Office. Appointment blocks will be available on a first come, first serve basis.
 - Bring a hardcopy of the completed [Recital Scheduling Form](#) to your appointment. Incomplete scheduling forms will not be accepted.

- Submit a *Pianist Request* using [WKU Collaborative Piano Services](#).

- Complete a recital program following [these style guides and templates only](#).

- 3 Weeks before recital date: Submit recital program and program notes to Emily.Lindsey@wku.edu

Important Non-Degree Required Recital Dates

Scheduling Week for Spring 2024 Recitals	November 6-10, 2023
Scheduling Week for Fall 2024 Recitals	April 1-5, 2024

Last Date for Spring 2024 Recitals	April 7, 2024
Last Date for Fall 2024 Recitals	November 10, 2024

Scheduling Week for Spring 2025 Recitals	November 4-8, 2024
Scheduling Week for Fall 2025 Recitals	March 31- April 4, 2025

Last Date for Spring 2025 Recitals	April 6, 2025
Last Date for Fall 2025 Recitals	November 9, 2025

Recital Scheduling FAQs

Where can I find the Recital Scheduling Form? [Here](#) or the Music Department website.

Where can I find the Recital Scheduling Appeal Form? [Here](#) or the Music Department Website.

What if the dates I want for my recital are not available? *Recital Scheduling Week is on a first come, first serve basis. If your three recital date choices are not available, you will need to confer with your applied professor and pianist for more dates, and come back for another appointment. Before returning with your [scheduling form](#), double check the [Music Department Events Google Sheet](#) and confirm the availability of off-campus facilities when targeting possible recital dates.*

What if I forget to come to the music office to schedule my recital during Recital Scheduling Week? *Once the scheduling period for non-degree required recitals has closed, reservations are no longer accepted. In extenuating circumstances, such as a death in the family, severe illness, or transfer students, the student must submit an [appeal](#) to the music office for approval.*

What if I have to change my recital date after it's been scheduled? *Students should confer with their applied teacher and pianist [before](#) they come to the music office to schedule a recital date. Students may change recital dates if Recital Scheduling Week is still open. Once Recital Scheduling Week has concluded, recital dates are fixed. Students may not change recital dates once the semester of the scheduled recital date has commenced. In extenuating circumstances, such as a death in the family, severe illness, or natural disaster, the student may submit an [appeal](#) to the music office for approval. [Appeals](#) articulating a lack of preparedness as the reason for recital date rescheduling will be denied.*

What if I have to cancel my recital at the last minute? Can I reschedule it? *In extenuating circumstances, such as a death in the family, severe illness, or natural disaster the student must submit an [appeal](#) to the music office for approval. [Appeals](#) articulating a lack of preparedness as the reason for recital date rescheduling will be denied.*

Do I need to make my own recital program? *Yes. The music office has supplied you with a [Publisher template, access to Publisher, and style guides](#) on formatting your recital program.*

Why do I need to format my own recital program? *This is a skill that you should have if you are receiving a degree in music. The music office is providing all of the tools for you to complete this task.*

What if I am late turning in my recital program? A completed [recital program template](#) is due to the music office three weeks before your recital date. If you fail to submit your completed [program template](#) by this deadline, the music office is no longer responsible for printing/providing copies; It will be up to the student to provide their own copies.