

Scheduling Office
 Manhattan School of Music
 120 Claremont Avenue
 New York, NY 10027
 scheduling@lists.msmnyc.edu
 (917) 493-4479

STUDENT RECITAL DEADLINES

The What, When and Where of Scheduling Your Recital

<i>What?</i>	<i>When?</i>	<i>Where?</i>	<i>Done?</i>
Submit Confirmation Packet, signed and completed	No later than 1 month before your recital	Scheduling Office	<input type="checkbox"/>
Submit Hall Set-Up Form	No later than 1 month before your recital	Scheduling Office	<input type="checkbox"/>
Submit Recital Repertoire Form	No later than 1 month before your recital	students.msmnyc.edu	<input type="checkbox"/>
Submit Recording Request Form	No later than 1 month before your recital	Recording Office	<input type="checkbox"/>
Schedule your dress rehearsal*	When you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Schedule a reception <i>(optional)</i>	When you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Programs will be Delivered for you by House Staff	On the Day of your Recital	At Your Recital Venue	<input type="checkbox"/>
Turn in program to the Registrar's Office <i>(required recitals only)</i>	After your recital	Registrar's Office	<input type="checkbox"/>

** Dress rehearsals are not guaranteed. Please turn in your Confirmation Packet as early as possible for a better chance at receiving a time that works for you.*

**Failure to meet the above deadlines may result in
 cancellation of your recital.
 Please submit your paperwork on time!**

RECITAL CONFIRMATION PACKET

NAME:	STUDENT ID:
PHONE:	
EMAIL ADDRESS:	@msmnyc.edu
INSTRUMENT/VOICE TYPE:	DEGREE:
MAJOR TEACHER:	DEPARTMENT CHAIR:
RECITAL IS: <input type="checkbox"/> Required <input type="checkbox"/> Non-required	
DATE OF RECITAL:	LOCATION:
START TIME OF RECITAL:	END TIME OF RECITAL:

Printed Recital Program

All recital programs (required and non-required) must be printed by the MSM box office. Please refer to MSMNYC.EDU/recital-programs for more details.

You are responsible for planning your program to ensure that time limits are met. Please complete the Recital Repertoire Form found at <http://www.msmstudents.com/SchoolOffices/Scheduling.aspx>.

Recital Duration Limits

There are specific time limits for required recitals, based on degree:

Junior Voice Recital: **30 minutes**

All other degrees: (BM, MM, PS, AD, DMA): **90 minutes**

*All non-required recitals are **limited to 90 minutes**.

MSM Audio & Video Recording Policy

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department only. **Personal audio recording is strictly prohibited.** Violation of this policy will result in school sanctions. The Distance Learning and Recording Arts Department offers HD video recording services for student recitals that take place in Miller Recital Hall and Mikowsky Recital Hall. If you'd like to arrange for your own **video** recording during your recital, a **Video Recording Agreement for MSM Student Recitals** must be completed and submitted to the Recording Arts Office no later than 2 weeks prior to your recital.

I, the student, confirm my recital for the above date, time, and location. I have read the recital confirmation packet and understand that my program must be produced by the MSM box office, as per the student recital program guidelines. I understand that failure to submit my paperwork no later than one month before my recital may result in the cancellation of my recital. I confirm that my Private Lesson teacher and Department Chairperson have approved my repertoire.

Student's Signature/Date

Private Lesson Teacher Signature/Date

Chairperson Signature/Date

_____ Scheduling Office Signature/Date
