DMA RECITALS –

Submit Roomview requests starting: Fall Semesters - July 1; Spring Semesters – November 1; Summer – April 1

Discuss possible recital dates with your private lesson teacher.

Recital dates must be requested at least four weeks in advance to complete our approval process and get on the recording schedule.

Research the venues in Roomview for availability. Please note there is no stage assistance provided for student events.

Voertman Hall – a performance venue with no AV equipment or screen. It does have a podium.
  - Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;
  - Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;
  - Setting 5 – all lights office, including emergency
  - Pianos – New York Steinway, Hamburg Steinway, Bösendorfer and Bechstein Concert Grand.
  - Audio and Audio/Video recording available.

Recital Hall – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.
  - Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.
  - Pianos – New York Steinway, Hamburg Steinway
  - Audio recording available.

Kenton Hall – has computer and audio cabinet and podium.
  - Piano – New York Steinway
  - Audio recording available.

MEIT – used occasionally for student recitals with permission of the Composition Area.
  - Piano – Bösendorfer
  - Audio recording available.

Organ students may email Kathleen.Marion@unt.edu to see if the Main Auditorium is available on a given date. Students do not book the Main Auditorium themselves, the Scheduling Office will take care of that when you submit your request in Roomview. Organ students using the Murchison for recitals need to contact Katie.McCoy@unt.edu about availability and you will start your request with her.

Make ONE recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter recital information for students.

DIRECTIONS FOR USING ROOMVIEW:

- http://calendar.music.unt.edu/
- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request
Type of Event Request: Click “Recital” – select recital type on pull down menu, DMA.

Instrument – enter your instrument/voice

Title – Your Name and DMA Recital or Lecture Recital

Choose Building … College of Music Building or (Main Auditorium for Organ recitals only)

All Categories…Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area);

Main Auditorium (with venue approval) or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.
  Exception: 8PM recitals may schedule a little longer since no recital follows that time
- Our standard recital start times you may select from are:
  Monday-Friday – 5 pm, 6:30 pm, 8 pm
  Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check Record box and choose $75 Audio Recital Recording.

- The $75 audio recording fee is paid in your COM fees.
- Recitals in Voertman Hall may add video by paying the VH-$75 video add-on fee. You would then select $150 Video Recital Recording from the Record pull down menu choosing either single or multi-camera shoot.
- If you owe a recording fee you will be advised where to make payment in your recital email. I will receive a copy of the receipt when you pay and will mark it as paid on your event request so it appears on the recording services schedule. It is wise to touch base with recording services the week of your recital to be sure you are on their schedule.

**Piano Tuning:**

If you want a piano tuned check the Piano Tuning box. IMPORTANT: You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

**SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue. If you see - Event restriction may apply – this means that you need to check the major ensemble concert list on the “Welcome” page to see if you have an audience conflict. Example - A strings player cannot book a recital against an Orchestra Concert in Winspear, horn against a band, etc.

**WHEN FINISHED CLICK “MAKE REQUEST”**

You will receive an email that your request is in process.

Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.
**Dress Rehearsals:** Wait to book this until your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Wait to book this until two weeks in front of the date if requesting the Floyd Graham Green Room. Receptions can occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

CONCERT SCHEDULING OFFICE  
MU 247H, 940-565-3707