**SPRING 2021 BOOKING IN ROOMVIEW**

**Roomview will be closed - Wed., November 25, 2020 through Sun., January 3, 2021**

**Submitting Roomview requests for student recitals begins**
- Monday, January 4 for DMA recitals
- Thursday, January 7 for MM, GAC and Senior recitals
- Monday, January 11 for Junior recitals

**No non-degree recitals for Spring 2021**

**IMPORTANT** – Approve your date with your teacher/accompanist prior to submitting your request.
One request per student – slots are limited so do not wait too long to book your date!

**Roomview Instructions are located – COM webpage – “Students” tab at the top**

**Key points of our COVID requirements for recitals and events**

(IMPORTANT - a complete list will be sent to you after processing your recital request)
- No live audience in attendance, including family members
- Events will be audio recorded and live streamed (video of live stream provided) by Recording Services
- Entry into venue 20 minutes prior to start time, recital length 60 limited to minutes
- Live stream starts 5 minutes prior to listed start time (be off-stage & not talking during this time)
- Additional performer limits, masks, social distancing and sanitizing the piano key are required

**Recital and event venues available for Spring 2021**
- MPAC - major ensembles and events with special approval only
- Voertman Hall – student/faculty/small ensembles
- Recital Hall – student/faculty/small ensembles
- Lab West – jazz studies students/jazz faculty/small jazz ensembles
- Merrill Ellis Intermedia Theatre – composition students/others with CEMI Director approval
- Choir Room MU230 – Fridays only 6:30 PM and 8:30 PM general student/faculty recital slots

**Recital start times for Spring 2021**
- Weekdays – 4:30 PM, 6:30 PM, 8:30 PM
- Weekends – 12:30 PM, 2:30 PM, 4:30 PM, 6:30 PM, 8:30 PM
  - enter venue 20 minutes prior to the start time you choose above
  - end/exit from your event one hour after start time unless requested for the 8:30 PM recital slot
  - live stream begins 5 minutes prior to start time, except for major ensembles they are 10 minutes

**recurring weekly chamber music studies rehearsals/coaching & jazz sectionals – rehearsal w/accompanist or small ensemble – meetings – self-recording - zoom lessons (booked 3 days out only) – orals & defense**

Space is available for the needs listed above during Spring 2021. Some require forms - COM webpage, “Students” tab
- recurring sectionals for jazz ensembles and for chamber music studies groups – form required to be booked
- self-recording in venues – form required prior to submitting a request; not required for classrooms to self-record
- IMPORTANT - Any use of space requires 30 minutes in front of and after the times you want to use to be open and no one present in the space. This is for aerosols to dissipate before the next use.
- IMPORTANT - include the names of all present and their instrument, each time you submit a request in the additional information section of your Roomview request.