

Scheduling a **Spring 2023 Semester** Degree Required Student Recital

If your degree required recital (BM Performance or MM) is slated to take place during **Spring 2023 Semester**, follow this checklist:

- Confer with your applied professor and pianist (if applicable) to target (3) three dates/times for your recital.
 - Recitals must take place at least four weeks before the end of the semester, including finals week. April 9, 2023 = last recital date for spring semester.
 - Check the [Music Department Events Google Sheet](#) to check availability.
 - Recital times: M-F 7:30 pm ; Sat-Sun 3:00 pm, 5:00 pm, 7:30 pm. (Non-negotiable)
 - Degree required recitals must take place on the WKU campus.

- Confer with your applied professor and pianist (if applicable) to target (3) three dates/times for your pre-recital hearing and location.
 - 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.

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

- October 31-November 4, 2022**: Schedule recital date with Cara Cordell in the Music Department Office during one of the first come, first serve appointment blocks.
 - Bring a hardcopy of the completed [Recital Scheduling Form](#). Incomplete forms will not be accepted.

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

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

Scheduling a **Fall 2023 Semester** Degree Required Student Recital

If your degree required recital (BM Performance or MM) is slated to take place during **Fall 2023 Semester**, follow this checklist:

- Confer with your applied professor and pianist (if applicable) to target (3) three dates/times for your recital.
 - Recitals must take place at least four weeks before the end of the semester, including finals week. November 12, 2023 = last recital date for fall semester.
 - Check the [Music Department Events Google Sheet](#) to check availability.
 - Recital times: M-F 7:30 pm ; Sat-Sun 3:00 pm, 5:00 pm, 7:30 pm. (non-negotiable)
 - Degree required recitals must take place on the WKU campus.

- Confer with your applied professor and pianist (if applicable) to target (3) three dates/times for your pre-recital hearing and location.
 - 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.

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

- March 27-31, 2023**: Schedule recital date with Cara Cordell in the Music Department. Appointment blocks will be available at a first come, first served basis.
 - Bring a hardcopy of the completed [Recital Scheduling Form](#). Incomplete scheduling forms will not be accepted.

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

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

Important Degree Required Scheduling Dates

Scheduling Week for Spring 2023 Recitals	October 31-November 4th, 2022
Scheduling Week for Spring 2024 Recitals	October 30-November 3, 2023
Scheduling Week for Spring 2025 Recitals	October 28 - November 1, 2024

Last Date for Spring 2023 Recitals	April 9, 2023
Last Date for Spring 2024 Recitals	April 7, 2024
Last Date for Spring 2025 Recitals	April 6, 2025

Scheduling Week for Fall 2023 Recitals	March 27-31, 2023
Scheduling Week for Fall 2024 Recitals	March 25-29, 2024
Scheduling Week for Fall 2025 Recitals	March 24-28, 2025

Last Date for Fall 2023 Recitals	November 12, 2023
Last Date for Fall 2024 Recitals	November 10, 2024
Last Date for Fall 2025 Recitals	November 9, 2025

Recital Scheduling FAQs

Where can I find the Recital Scheduling Form? [Here](#) or on 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](#).*

What if I forget to come to the music office to schedule my recital during Recital Scheduling Week? *Students seeking to schedule a degree required recital may come to the music office during the scheduling week for non-degree required recitals. However, 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 and program notes? *Program notes are due to your applied professor at the time of your degree-required recital hearing, four weeks before the recital date. Final drafts of program notes and the [completed recital program template](#) are 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.*