

# College of Music – Student Recital Booking – Roomview Reservation System

## Dates you may submit your Spring Roomview request

January 4 – DMA

January 7 – MM, GAC, Senior

January 11 – Junior

No non-degree recitals this Spring

(Students with degree recitals planned for January 11-February 5, contact [laura.fuller@unt.edu](mailto:laura.fuller@unt.edu) by email to book your recital date now so you may get your required paperwork done in time.)

**VIEW THE MUSIC CALENDAR** - <http://calendar.music.unt.edu/>

**VIEW ROOMVIEW** - <http://calendar.music.unt.edu/roomview.php>

**WHERE TO MAKE A REQUEST** - <https://calendar.music.unt.edu/request.php>

1. Research available dates in **Roomview**, the COM online reservation system.  
<http://calendar.music.unt.edu/roomview.php>
2. Your professor (and committee, if applies) must agree with your date choice.  
Do not have them email me approval until I process your request and ask for it.
3. Make sure no major ensemble events are occurring that could be an audience conflict.  
Example: Strings do not book against Symphony concerts, etc.
4. Now submit a “request” in Roomview once your booking date begins.  
<https://calendar.music.unt.edu/request.php>  
Only one request per student allowed. Make it count!
5. Once your request is submitted you will receive an in-process email.
6. Once your request is processed you will receive an instructional email.
  - Complete the deadline for the Scheduling Office immediately to hold the date.
  - When your recital is approved and forms (if applicable) are received then your event will appear on the web calendar.

## Recital Types

**Degree recitals include** - DMA, Masters, and Senior recitals.

- Undergraduate Senior recitals include performance, jazz studies and composition areas of study
- Undergraduate Junior recitals occur in the following areas: Piano, Strings and Voice. These are required recitals, however the Senior recital is the terminal recital for the degree sought.
  1. Junior voice recitals normally occur on Tuesdays during voice departmental in VH at 5 PM and are typically joint recitals as they are half-length.
  2. Guitar undergraduate recitals often occur during guitar departmental on Thursdays from 2-3 PM in the VH. This is at the discretion of the guitar faculty.
- Degree recitals are automatically audio recorded for degree archival purposes in COM venues. If these recitals are held off-campus a recording must be provided by the student for their degree record. These recitals are also live streamed, if in a College of Music venue with these services, and a video of the live stream (with breaks deleted) will be provided to the student.

- GAC recitals are a recital given for a non-degree program. These recitals do not follow the restrictions listed below for non-degree recitals and are booked when other degree recitals are as a GAC recital. They do not have to be recorded if held off campus, but are automatically recorded if in a COM venue.

Student Handbooks and degree plans provide information about your degree recital and the requirements.

- Organ students may email [kathleen.marion@unt.edu](mailto:kathleen.marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. There is no live stream service available in this venue, only audio recording.

Organ students using **Winspear** for recitals need to contact [julie.hohman@unt.edu](mailto:julie.hohman@unt.edu) about availability and book the date. Next email the Scheduling Office to complete the booking process in Roomview and receive further instructions, [laura.fuller@unt.edu](mailto:laura.fuller@unt.edu).

- Off-Campus Degree Recitals – location reserved with venue you are using

Senior Recitals:

1. Follow the same guidelines as other degree recitals and choose the location as “off-campus” for their venue.
2. Senior recital students opt out of the audio recording service provided for audio recording in on-campus COM venues.
3. In the Roomview request enter the complete venue name and address.
4. Standard recital times are preferred, but not required.
5. Recitals must be scheduled to occur on or before the last day for a degree recital.
6. After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

Graduate Recitals – DMA, MM and GAC:

1. Follow the same guidelines as other graduate degree recitals and choose the location as “off-campus” for their venue.
2. Off-Campus recitals must be approved prior to booking in Roomview by the DMA - the Graduate Performance Degree Committee Chair; GAC – the Director of Graduate Studies
3. Recordings are required for DMA and MM recitals and the student must provide a quality recording to the Graduate Office for their degree record.
4. In the Roomview request enter the complete venue name and address.
5. Standard recital times are preferred, but not required.
6. Recitals must be scheduled on or before the last day for a degree recital.
7. After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

## Venues

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 – Preset 1 - all off except side emergency lights; Preset 2 - Pre-Concert/Intermission;

Present 3 – Full stage on, house lights off; Present 4 – Center stage on, house lights off;

Off – all lights off, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer

Audio and live stream w/video recording available

**Recital Hall** - For information on audio & video equipment (including the projector) and lighting options, please visit <https://audio.music.unt.edu/av>

Pianos – New York Steinway, Hamburg Steinway

Audio and live stream w/video recording available

**Lab West** – has computer and audio cabinet and podium

Piano – Steinway Concert Grand

Audio and live stream w/Video recording available

Jazz studies student recitals

**Choir Room (MU230) available Fridays at 6:30 PM and 8:30 PM recital times**

For information on audio & video equipment (including the projector) and lighting options, please visit

<https://audio.music.unt.edu/av>

Piano – New York Steinway, Model D

Audio and live stream w/video recording available

Classical recitals

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer 225 (not concert size)

Audio and live stream w/video recording available

Composition majors and other student recitals with Composition Area approval.

## **Directions for submitting a Roomview recital request**

<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.

Instrument – enter your instrument/voice

Title – Your Name and which degree 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 (organ only with venue approval); Lab West (jazz students); Choir Room (MU230-Fridays only 6:30 PM or 8:30 PM)

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

You may enter the hall **20** minutes prior to your start time and must depart one hour after your start time. Exception: 8:30 pm recitals may schedule a little longer since no recital follows that time.

IMPORTANT – Roomview only has 15 minute increments of time, therefore select the closest 15 minute time for entering the hall. Example, for an 8:30 PM start time, you would select the 8:15 PM time to enter, even though you may enter at 8:10 PM (20 minutes prior to your start time).

Our standard recital start times you may select from are:

**Monday-Friday – 4:30 pm, 6:30 pm, 8:30 pm**

**Saturday & Sunday –12:30 pm, 2:30 pm, 4:30 pm, 6:30 pm, 8:30 pm**

**Monday-Thursday (jazz studies in Lab West) – 7 PM enter – 8:00 PM start**

The end/exit time is 60 minutes after the start time. The live stream ends promptly at this time. Plan accordingly when selecting the length of your pieces, the time between each and your time on and off stage to stay within 60 minutes unless you choose the 8:30 PM time slot. Then you must select the proper extended end time past 9:30 PM so we know when to end the live stream.

Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for live stream video and audio recording.

**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.

**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:** May be booked when 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:** There are no receptions for Spring 2021 in the Music Building.

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**COVID Recital Requirements Spring 2021 *IMPORTANT, please read***

*(subject to change as developments occur)*

**Recital are limited to 60 minutes in length.** The live-stream will automatically end after 60 minutes. You must leave the hall immediately after the conclusion of your recital.

**Recitals will not have audience attendance.** Family members are not allowed to attend. The following people may be present:

- performers (UNT students/faculty, approved outside accompanists)
- major professor
- recital committee (if applicable)
- COM recording/sound staff

**Venues have restrictions on how many people may be on stage with proper social distancing and use of face masks**

Brass and Woodwinds must have bell covers. Performance masks for brass and woodwind should be used when specified below.

Your recital may be

- an **unaccompanied solo recital** - No mask is required for performer
  
- a **single instrument with an accompanist**
  - Mask required for pianist and page turner if used
  - Wind Instrument or Voice – pianist masked, soloist unmasked with 12 ft distancing;  
pianist masked, soloist masked with 9 ft. distancing.
  - Non-Wind Instrument – pianist masked; soloist unmasked with 9 ft. distancing;  
pianist masked, soloist unmasked with 6 ft. distancing
  
- Your recital may also include a **small ensemble**
  - Duo – wind/voice – both performers masked with 9 ft. distancing
  - Duo – non-wind – both performers masked with 6 ft. distancing
  - Duo – wind/voice and non-wind – both performers masked with 9 ft. distancing  
non-wind player masked and wind performer unmasked with 12 ft. distancing
  - Trio/Quartet/Quintet – non-wind – all performers masked with 6 ft. distancing
  - Trio/Quartet/Quintet – wind/voice – all performers masked with 9 ft. distancing
  - Trio/Quartet/Quintet\* – wind/voice and non-wind – all performers masks with 9 ft. distancing
  - Sextet (maximum size for spring 2021) Only non-wind – all performers masked with  
9 ft. distancing

\*if a chamber group has one wind instrument/voice, the instrument may be unmasked at 12 ft. distancing with the others t 6 ft. with masks. Any group with two or more wind instruments/voice must perform with masks at 9 ft. distancing.

When these performers are finished with their piece they should depart the performance hall and wait in the lobby area to see you when your performance is completed. This is the same for all performance venues.

If you have a fellow student(s) making stage changes between pieces then they must wear a mask.

Brass players must empty valve condensation on to a cloth towel that they take with them.

**Piano Use** - If playing a piano for a performance you must first wash and sanitize your hands prior to touching the keys.

1. Wash your hands before entering the hall
2. Use the hand sanitizer provided **before** touching the keys
3. Use provided cleaner to clean the piano keys **before and after the end of your recital.**

Concert/Event Scheduling Office – [laura.fuller@unt.edu](mailto:laura.fuller@unt.edu)