UMD School of Music
Degree-Required Recitals
Gildenhorn and Ulrich
Recital Hall Policy Manual
Spring 2015

Scheduling and Rentals Office
The Clarice Smith Performing Arts Center
301-405-1837
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The information in this Manual is provided for the benefit of School of Music students wishing to schedule degree-required recitals in Gildenhorn or Ulrich Recital Halls.

SCHEDULING & RECITAL PROCESS

- Use of the Gildenhorn and Ulrich Recital Halls must be scheduled a minimum of 28 days (4 weeks) prior to the time of the requested use. Scheduling requests are made through the Scheduling and Rentals Office of The Clarice Smith Performing Arts Center, Room 2604, 301-405-1837, theclaricescheduling@umd.edu.

- The completed and signed Student Recital Request Form must be submitted to the Scheduling and Rentals Office, The Clarice Smith Performing Arts Center, Room 2604. Manual and forms are available in the rack outside Room 2604 or at http://www.music.umd.edu/current_students/degree_recitals. Please fill in as much information as you can.

- Students required to schedule more than one recital will only be allowed to schedule one recital in Gildenhorn Recital Hall per semester.

- In order to confirm a booking, the recitalist, principal applied music instructor and the division chair must sign the Student Recital Request Form, and it must be returned to the Scheduling Office within two weeks of the initial request to avoid cancellation of the reservation. Confirmation of the requested booking will be made via e-mail when the signed form is returned.

- You will receive a link to the Recital Info Form, 5 weeks prior to your dress rehearsal from the Recital Coordinator. You must complete this form in advance of 21 days from your dress rehearsal to indicate equipment, staffing, and any other production needs for your performance. (e.g., the order and timings of pieces, instrumentation, piano moves, etc...) Without the necessary information on this form, The Clarice staff will be unable to guarantee the availability of necessary equipment or backstage crew. The Recital Coordinator may be reached at 301-405-7434 or theclaricerecital@umd.edu.

- Gildenhorn and Ulrich Recital Halls are available for student recitals at the following times:

<table>
<thead>
<tr>
<th></th>
<th>Gildenhorn</th>
<th>Ulrich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>5:00pm or 8:00pm</td>
<td>8:00pm (No Wednesdays)</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>2:00pm, 5:00pm, or 8:00pm</td>
<td>2:00pm, 5:00pm, or 8:00pm</td>
</tr>
</tbody>
</table>

- A dressing room is available for recitalists using Gildenhorn Hall on the date of their performance. Dressing room assignments will be determined by the Scheduling Office and communicated on the confirmation email. Rooms 1417 A through F will be assigned or alternatively 1115 and 1117 if the others are not available. Preference will be given to piano recitalists to have a dressing room that includes a piano.

- Recitalists may have access to the hall one hour prior to their recital. There is a half hour to set-up and warm-up. Recitalists will be cleared from the stage 30 minutes prior to the beginning of the performance. Doors open to the public 15 minutes prior to the performance. Recitalists must vacate the hall within 15 minutes following the scheduled performance end time. All recitals shall be no more than one hour and 30 minutes in length (including intermission). A recital may be longer than one hour and 30 minutes only if the hall can still be fully vacated by the required time and a request has been made to the Recital Coordinator at least three weeks prior to the recital date and approved.
An example of timings for a 5:00pm recital:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up/Warm-up</td>
<td>4:00-4:30pm</td>
</tr>
<tr>
<td>Clear/set-up stage</td>
<td>4:30-4:45pm</td>
</tr>
<tr>
<td>House opens</td>
<td>4:45pm</td>
</tr>
<tr>
<td>Recital begins</td>
<td>5:00pm</td>
</tr>
<tr>
<td>Intermission begins</td>
<td>5:45pm</td>
</tr>
<tr>
<td>Intermission ends/second half begins</td>
<td>6:00pm</td>
</tr>
<tr>
<td>Recital ends</td>
<td>6:30pm</td>
</tr>
<tr>
<td>Vacate hall</td>
<td>6:45pm</td>
</tr>
</tbody>
</table>

- A 1½ hour dress rehearsal slot must be scheduled at the same time the recital request is made. The Clarice cannot guarantee availability for dress rehearsals if a reservation is not made when the recital reservation is made. All rehearsals will be scheduled at either 9:00am or 10:30am. These designated rehearsal slots have been built into the Recital Hall schedules and only these times are available.

- The first five to ten minutes of a dress rehearsal is dedicated to the recitalist and the Recital Manager talking through the program’s stage set-ups and production needs. Then, the hall is provided for the recitalist to rehearse as needed. The last five to ten minutes of a dress rehearsal is reserved for the Recital Manager to strike equipment and restore the venue. The amount of time required to restore the venue varies based upon the recital’s production needs.

**CANCELLATION & RESCHEDULING POLICIES**

Student Recitals are treated like any other public performance within The Clarice. Backstage Staff, Crew and House Managers are hired for each Recital and Dress Rehearsal. There is a very high volume of activity within The Clarice, and cancellations have serious impact.

- To cancel a recital or recording session, the recitalist must submit a Recital Change/Cancellation Form (available from the Scheduling Office, Room 2604, or online at [http://www.music.umd.edu/current_students/degree_recitals](http://www.music.umd.edu/current_students/degree_recitals)) no less than three weeks prior to the recital. **NO changes or cancellations will be granted via verbal or e-mail request.** If the notification is received less than three weeks prior or if a recitalist fails to show for his/her recital or if a recitalist arrives after the scheduled recital start time, the student will be billed a $100 late notification fee for services. This fee will be billed to the student through the University Bursar’s Office.

- No changes to dress rehearsal dates and times will be allowed within 21 days of the scheduled dress rehearsal date. **If a recitalist fails to show for his/her dress rehearsal, a $50 late notification fee will be charged.** This fee will be billed to the student through the University Bursar’s Office.

- Any student who cancels a recital or a recording session will be allowed to reschedule **once per semester** in Ulrich Recital Hall. Due to limited availability, students cancelling recitals or recordings will **not** be allowed to reschedule in Gildenhorn Recital Hall.

- New recitals will not be scheduled after April 10, 2015. At such a late date, there are no available recital slots open and you must either wait until the following semester to complete your recital requirement or find a venue not supported by The Clarice.

- Cancellation notification is the responsibility of the student. Recitalists who cancel must inform relevant School of Music faculty and staff directly.
RECITAL STAFFING

- A Recital Manager will open and prepare the venues for recitalists’ use for all rehearsals and performances and will remain on duty during events to assist recitalists. Additional staff members may be onsite to assist with recital needs.

- A production supervisor will be on duty during student recordings and prepare the venue before and after the reserved time. The production supervisor will be available at x57525 using the backstage phone if production needs arise during the recording.

- Front of House staff will be present at all performances where an audience is expected. The number of staff will be assigned according to the size of the anticipated audience.

- Onsite Event Services staff is responsible for the safety and comfort of the performer(s) and audience, as well as the protection of the facility and its equipment.

VENUE ACCESS

- Front of House doors to all The Clarice venues will be locked when not in use for performances. This is done in an effort to keep these spaces safe and secure for all who use them. The building is open to the public, and every effort is made to ensure that your rehearsal and set-up will be without disruption. To that end, these spaces should be entered from backstage. **Please do not attempt to enter the halls for set-up or rehearsals via the Front of House (lobby) doors.** Also, when not in use for scheduled rehearsals and set-up, backstage entrances, as well as dressing rooms, will be locked.

- Recital Managers will be at the venue at the appointed time for your rehearsal or recital. Please wait outside the backstage doors if you are early. **Do not knock or attempt to enter on your own, as you may be interrupting another rehearsal, recording or performance.** Venues are not left open and unattended. Please be on time. In the event that no Recital Manager is at the venue for your rehearsal or recital, contact the Event Services Office at 301-405-7525.

To enter Gildenhorn Recital Hall from backstage

- From the School of Music: Go toward the Applause Café seating area. Turn right into the alcove with a red Rest Room sign above it. Enter the single wooden door on your left marked **2395 Exit Stairs** and go down to the lower level. Upon exiting the stairwell, turn left. The white doors on your left will take you backstage of the Gildenhorn Recital Hall.

- If you are unsure about the time of your recital, a schedule for the Gildenhorn Recital Hall is posted backstage in the glass case.

To enter Ulrich Recital Hall (located in Tawes Hall) from backstage

- From the School of Music: Cross Lot 1 and enter the main entrance of Tawes Hall (across Campus Drive from Anne Arundel Hall). As you enter the main entrance of Tawes Hall, the Recital Hall is located directly in front of you (behind the main staircase). To access the backstage (stage right) entrance, follow the hallway around to the left to a set of double doors marked “1121 Ulrich Recital Hall.”

RECEPTIONS

- Good Tidings, the catering division of Dining Services at the University of Maryland, is the exclusive provider of food and beverage service at The Clarice. No outside caterers or vendors are permitted. Good Tidings can be reached at 301-314-1100 or www.goodtidings.umd.edu.

- For recitals held in **Gildenhorn Recital Hall**, the Student Lounge (above Applause Café) in The Clarice is available for receptions on a first-come, first-served basis and may be in use by others on the day of your
recital. The Scheduling Office does not reserve the Student Lounge for student recital receptions. Students are solely responsible for the set-up and clean-up of their receptions.

- For recitals held in Ulrich Recital Hall, students may request use of the 2nd Floor Lounge in Tawes Hall for receptions. This request should be made as far in advance as possible (i.e., on the Recital Request Form) but no less than three weeks prior to the recital date. Students are solely responsible for the set-up and clean-up of their receptions.
  - Directions to the 2nd Floor Lounge in Tawes Hall: From Ulrich Recital Hall, take the main lobby stairs up one level. At the top of the stairs on the second floor, face Ulrich Recital Hall and turn right. Go a short distance down the hallway directly ahead of you (through double doors) until it opens into a small lounge area.

- If you would like to rent a space in The Clarice for a reception, please contact Amanda Barber, Scheduling and Rentals Manager, at albarber@umd.edu. **Arrangements for space rental at The Clarice must be made a minimum of eight weeks prior to the desired event date.** For other spaces within the School of Music that may be suitable for your reception, please contact the School of Music.

**EQUIPMENT**

- Gildenhorn and Ulrich Recital Halls have different equipment options. Be sure to review these options prior to scheduling your recital to make sure the appropriate equipment is available to you.
  - **Standard equipment** will be available for all recitals and may be requested at any time prior to the conclusion of the recitalist’s dress rehearsal.
  - **Non-standard equipment** must be requested of the Recital Coordinator as far in advance as possible (i.e., via the Recital Request Form), but not less than **three weeks prior to the dress rehearsal**. The Clarice staff will do their best to accommodate requests essential to the student’s repertoire. Non-standard equipment requests made on the day of the dress rehearsal or recital will not be honored due to the technical limitations of the venue and staff scheduling. Recitalists’ access to non-standard equipment is based on availability.

<table>
<thead>
<tr>
<th>Standard Equipment</th>
<th>Gildenhorn</th>
<th>Ulrich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Chairs (up to 10)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stands (up to 10)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>One Handheld Microphone</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Lectern</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Audio playback (CD or iPod)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Projector &amp; Screen*</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Standard Equipment</th>
<th>Gildenhorn</th>
<th>Ulrich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Piano</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Historical Instruments</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Stand Lights</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prepared Piano and/or Lid Removal</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tables (up to 2)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>On-stage Wedge Monitor</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>On-stage Headphone Monitor w/volume control on-stage</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Second Handheld Microphone</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Ulrich Recital Hall is equipped with a projector and projection screen that is available for use by student recitalists conducting a lecture recital or performing a piece that specifically requires use of a projector and screen. Recitals requiring projection may also be scheduled in School of Music spaces (e.g. Leah M. Smith Hall). A
projector and screen are not available in Gildenhorn Recital Hall. Recitalists must provide an operator for projections.

- The Clarice does not guarantee recitalists’ access to any equipment not outlined above and reserves the right to require a written proposal if a student requests any such equipment. Requests must be approved by The Clarice Management and/or School of Music Administration.

- Equipment designated for use in the Recital Hall will be handled or moved only under the supervision of the Event Services staff.

- Recitalists may utilize the pre-set lighting looks in the Recital Hall. Requests to the Event Services staff to reprogram the established lighting looks or levels in the Recital Hall will not be honored.

- Use of any historical keyboards (harpsichord, virginal, pianoforte, portative organ) owned by the School of Music are available for recitals in the Gildenhorn Recital Hall only and must be requested on the Student Recital Request Form and reserved through the School of Music. Availability of special instruments is not guaranteed.

- Repair costs associated with damage caused to the Recital Hall facility or equipment through negligent or careless acts by any individual or person representing an entity will be billed to the individual or entity.

**AUDIO RECORDINGS**

- Recitals may be professionally audio recorded. It is the recitalists’ responsibility to make arrangements for audio recording services directly with one of the following approved recording engineers:

  **Approved for Gildenhorn and Ulrich Recital Halls**
  Christian Amonson: 757-927-3281 or christian@artslaureate.com  
  Antonino D’Urzo: 301-779-5544 or opusrite@gmail.com  
  Ed Kelly: 301-802-2576 or edwardjkelly@mac.com  
  Kirk Walterick: 570-590-7113 or kirkwal@gmail.com  
  Flawn Williams: 301-864-6492 or 301-346-6783 or flawn@aol.com

  **Approved For Gildenhorn Recital Hall Only**
  Gantt Kushner: 301-754-1992 or ganttmann@comcast.net  
  Michael Olson: 612-965-2510 or msmcduck@gmail.com  
  Scott Robinson: 301-367-4279 or scott@earcandyonline.com  
  Michael Schweppe: 703-407-5952 or michaellschweppe@gmail.com  
  John Yeh: 240-547-7757 or johnryeh@yahoo.com

When making arrangements for audio recording services, please keep in mind that recording engineers must reserve the recording booth within one week of the recital date.

- If a student wishes to use a recording engineer not listed above, he or she must make this request on the Student Recital Request Form and contact The Clarice Audio Services Department at 301-405-8228. The unapproved recording engineer may be required to attend the Audio Services’ Recording Engineer Training. An Audio Services representative will determine whether or not the engineer is approved to record the student’s recital or recording session. The engineer must abide by the established policies of the Audio Services Department.

- Mini-discs and other hand-held audio recording devices are approved for use in the audience during student dress rehearsals, recitals and recording sessions.
• DMA students may use Gildenhorn Recital Hall, Ulrich Recital Hall, or Dekelboum Concert Hall for dissertation recordings by substituting recording time, hour-for-hour, for recital time. A total of 20 hours of hall time is allotted for each DMA student. These hours may be used for recital (and rehearsal) or recording in any combination. One tuning of the piano(s) is included for each four-hour recording session. Additional tunings will be charged to the recitalist at the regular rental rate.

CAMERAS & VIDEO RECORDERS
• The use of cameras and/or video recording equipment by members of the audience, press or University of Maryland departments requires the advance permission of the performer(s) and Recital Coordinator.

• The use of flash photography is not permitted in Gildenhorn Recital Hall or Ulrich Recital Hall at any time.

• If the recitalist will be video recording the recital (either professionally or by a family member), he/she must contact the Recital Coordinator at least one week in advance of the recital. Placement of audio and video equipment is subject to approval by the Recital Coordinator and/or a Patron Services representative.

• With the exception of the microphone attached to the video camera, no additional recording microphones will be permitted for use in the audience or onstage. Access to the Gildenhorn Recital Hall audio feed may be arranged through the Recital Coordinator.

• Students wanting to webcast their recital must request permission of the Recital Coordinator at least three weeks in advance of the recital.

PRINTED PROGRAMS
• Programs may be produced, at no cost, for student recitals by The Clarice Publications Office. Please submit program information using the online submission form on the Publications Office website: http://www.music.umd.edu/current_students/degree_recitals_programs/

• The deadline for submitting your program information is 7 business days prior to your recital. Visit http://www.music.umd.edu/current_students/degree_recitals_programs/ or call Joe LaCroix at 301-405-3048 for additional information.

SIGNAGE & STUDENT RECITAL PUBLICITY
• Students are responsible for producing their own recital flyers. There are boards for posting flyers throughout the School of Music, including a special board dedicated to student recitals outside Room 2112.

• Flyers or other materials should not be affixed to Recital Hall doors or other windows or walls anywhere in the School or The Clarice. They will be promptly removed.

• University administrative e-mail reflectors or group lists should not be used to announce student recitals. Submit announcements directly to the School of Music Communications Office.

MISCELLANEOUS
• Patrons of The Clarice are subject to all University of Maryland traffic and parking regulations existing as of the date of performance. Parking tickets incurred in non-designated parking areas are not the responsibility of the School of Music or The Clarice.

• Food and drink are not permitted in the Recital Hall. Bottled water for use during rehearsals and performances by performer(s) is permitted.

• Smoking is not permitted inside The Clarice.
CONTACT SHEET FOR STUDENT RECITALS

For information about student recitals, visit: http://www.music.umd.edu/current_students/degree_recitals.

Recital Scheduling (The Clarice): Chelsey Green, theclaricescheduling@umd.edu, 301-405-1837, Room 2604 (alternate contact: Amanda L. Barber, albarber@umd.edu, 301-405-8176)
Contact The Clarice Scheduling Office if you are . . .
   Booking a recital in Gildenhorn or Ulrich Recital Hall
   Changing or canceling a recital or dress rehearsal date/time in Gildenhorn or Ulrich Recital Hall
   Confirming a recital booking for Gildenhorn or Ulrich Recital Hall

School of Music (SOM) Scheduling: Zachariah Matteson, music-schedule@umd.edu, 301-405-8723, Room 2110 (alternate contact: Richard Scerbo, rscerbo@umd.edu, 301-405-1900)
Contact the SOM Scheduling Office if you are . . .
   Booking a recital in Leah M. Smith Hall (Room 2200), Room 2201, or other SOM venue
   Reserving SOM equipment (harpischord, etc.) for your recital

Recital Coordinator: Kyle Schick, theclaricerecital@umd.edu, 301-405-7434 (alternate contact: Mark Lanks, lanks@umd.edu, 301-405-7824)
Contact the Recital Coordinator if you are . . .
   Confirming your booking date and equipment for Gildenhorn or Ulrich Recital Hall
   Discussing the technical details of your recital
   Sending pieces with timings for your Recital Manager
   Conveying your recording (video and audio) requests

Publications Office: Joe LaCroix, lacroixj@umd.edu, 301-405-3048, Room 3302 (above Applause Café)
http://www.music.umd.edu/current_students/degree_recitals_programs/
Contact the Publications Office if you are . . .
   Using Publication Services to create your recital program
   Have any questions about programs

CONTACT ALL OF THE ABOVE IF . . .
   You change your phone number and/or email address
   You want to cancel your recital within three weeks of the recital date

Event Services Office: 301-405-7525
Contact the Event Services Office if there is no Recital Manager at the venue for your rehearsal or recital.

Ticket Office: open 7 days/week from 11am – 9pm (holiday/break schedule may vary)
Visit the Ticket Office if you are picking up remaining programs from your recital no more than one week after your recital date.