

# RECITAL SCHEDULING INFORMATION – SCHOOL OF WESTMINSTER CHOIR COLLEGE

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## Recital Scheduling – School of Westminster Choir College only

### Recital scheduling occurs in two rounds:

1. Lottery: Two-week period in which students may request scheduling of required recitals. Requests are processed in random order. All students will receive an email with a link to the request form. Students will receive an email from Performance Management with their assigned recital date, time, and location within one to two weeks after the lottery closes.
2. Open request period during the semester: Please email Performance Management requests to schedule recitals. These requests are processed in the order received. All recital requests are subject to approval by the student's applied instructor.

### Recital Spaces

Students may request Gill Chapel, Bristol Chapel, Hillman Hall, or the Playhouse for recitals. Each recital hall has a standard recital configuration that will be set up prior to a recital. If the setup of the room is changed during a recital, it is the student's responsibility to return the room back to the standard configuration before leaving the space.

**Recital Dates and Times** Recitals are scheduled at 1:00 p.m., 3:00 p.m., 5:00 p.m., and 7:00 p.m. Recital reservations allow for 60 minutes of performance time plus 30 minutes before and 30 minutes after the recital.

### Canceled Recitals

Contact Performance Management to cancel or postpone a recital. Students can only reschedule a recital after canceling the previous reservation. A request to reschedule a recital will be considered a cancellation of an existing reservation.

### Recital Programs, Recording, and Documentation

Printed programs and recording arrangements for the recital performance are the responsibility of the performer.

Five archive copies of the recital program, formatted according to the Archive Program Guideline (sent with your recital confirmation email and available online), must be submitted to the Academic Coordinator no later than ten (10) days after the recital. Follow this link to view the program guidelines ([https://www.rider.edu/sites/default/files/files/wcc\\_recital\\_program\\_guidelines.pdf](https://www.rider.edu/sites/default/files/files/wcc_recital_program_guidelines.pdf)).

**Scheduling Dress Rehearsals** Students may request up to 2 hours for a dress rehearsal in the recital space. Dress rehearsals will only be scheduled for confirmed recitals. Due to space limitations, the availability of space for dress rehearsals is not guaranteed.

After checking the availability of space on 25Live (login to myRider first, then click <https://25live.collegenet.com/pro/rider#!/home/search/event/list> (<https://25live.collegenet.com/pro/rider#!/home/search/event/list>)), please submit requests for dress rehearsals directly to Performance

Management. You will be notified with your confirmation when it is scheduled.

### Receptions

It is the responsibility of the performer to make these arrangements.

### Publicity

All recital publicity is the responsibility of the performer. On-campus posters must be stamped by the Office of Campus Life in the BLC and posted only on approved bulletin boards. Please contact the Office of Campus Life if you have questions about the posting policies.

### Performance Management Contacts

Kristen Rodgers - Assistant Director of Performance Management  
- [rodgersk@rider.edu](mailto:rodgersk@rider.edu)

Leandra Acosta - Box Office Manager and WCA Events Scheduler  
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