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Recital Scheduling
Recital scheduling occurs in three rounds:

1. **Lottery**: Two-week period in which students may request required recitals for the following semester. Requests are processed in random order. All students receive an email with a link to the request form.

2. **Open request period before semester**: After lottery recital assignments are confirmed, students may request changes or new reservations for required recitals. Requests are processed in the order received. All students receive an email announcing the start of the open request period.

3. **Open request period during semester**: At the beginning of the semester students may request non-required recitals. To receive a recital request form email wccevents@rider.edu. Requests are processed in the order received. Recital confirmations are emailed from wccevents@rider.edu. All recital requests are subject to approval by the student's applied instructor.

Recital Spaces
Students may reserve Bristol Chapel, Hillman Hall, the Playhouse and Williamson Hall for recitals. Hillman Hall is not available for non-required or junior recitals. Bristol Chapel is not available for non-required or junior recitals except for junior organ recitals or by special permission.

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. A diagram of the room setup is included with the recital confirmation.

Work Orders
Students must submit a work order to Facilities Management including the date, time, location, and setup needs of their dress rehearsal, recital, and reception. A separate work order must be placed for each event. Please follow this link (https://login.myschoolbuilding.com/msb) to submit a work order.

Recital Dates and Times
Recitals are scheduled at 1 p.m., 2:30 p.m., 4 p.m., 5:30 p.m., 7 p.m., and 8:30 p.m. Recital reservations allow for 60 minutes of performance time plus 15 minutes before and after the recital. Recitals held after the last day of class require permission of the applied department chair and the associate dean. Email wccevents@rider.edu for the after-term permission form.

Canceled Recitals
Email wccevents@rider.edu to cancel or postpone a recital. Students can only reschedule a recital after cancelling the previous reservation. A request to reschedule a recital will be considered cancellation of an existing recital.

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 (http://www.rider.edu/sites/default/files/docs/wcc_recital_program_guidelines.pdf).

Scheduling Dress Rehearsals and Receptions
Students may reserve time for a dress rehearsal in the recital space (90-minute time limit) and a reception beginning on the first day of the recital semester. Students with early-semester recitals may reserve rehearsal and reception times before the semester begins. Dress rehearsals and receptions will only be scheduled for confirmed recitals. Due to space limitations, availability of space for dress rehearsals and receptions is not guaranteed.

Dress rehearsals may not be scheduled in Williamson Hall during office hours except by instructor request. Receptions are held in Thayer Lounge or the Martin Room. There is a two-hour time limit for all reception reservations. Receptions may not be held in any area of Bristol Hall, the Cullen Center, or Williamson Hall. The reception area should be cleaned and ready for use at the end of the reserved reception time.

Dress rehearsal and reception reservations should be made through 2SLive (https://25live.collegenet.com/rider).

University-Owned Instruments
Use of university-owned harpsichords or portative organs must be arranged with the Sacred Music office at least four (4) weeks prior to the recital. To make arrangements to use instruments, for a copy of the Portative Organ and Harpsichord Policy, or other information please contact the Office of Sacred Music (sacredmusic@rider.edu, ext. 8277).

Publicity
All recital publicity is the responsibility of the performer. On-campus posters must be stamped by the Associate Dean of Students office and posted only in approved locations. Send questions regarding these guidelines to wccevents@rider.edu. In compliance with University policy, students must use their Rider email account for University business.