VANDERBILT
Blair School *of* Music

Student Recital Handbook

2026-2027

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Blair students have the opportunity to perform a solo or joint recital in either Turner Hall or Choral Hall, depending on their year and major, and pending availability. This handbook contains information regarding Blair's policies and procedures for booking a recital, and along with the student's academic instructor and the Presenting Services team, serves as a guide to assist the student in performing to their greatest musical potential.

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Recital Options

In addition to a degree required recital (which requires being registered in YES for MUSO 3970 or MUSO 4970) or an elective recital, you have the opportunity to perform a recital with or without staff support and will need to make an election on your recital request form. A description of each is listed below, followed by a checklist for each.

Fully Supported recital

A fully supported recital is a recital that includes support from the Blair Presenting Services team. If you are holding a recital for a degree requirement, you are strongly encouraged to do a fully supported recital so that the recital can be recorded for the Blair archive. The following applies to a fully supported recital:

1. Complete recital request form.
2. Pass recital hearing at least three (3) weeks prior to the recital date.
3. Submit recital tech form at least four (4) weeks before your recital and schedule your production meeting with Production Director at least three (3) weeks prior to your recital to solidify technical needs, such as assistance with stage moves, media elements (like video, projections, and audio playback), livestreaming, and recording.
4. Submit program information form at least three (3) weeks prior to your recital so that your program can be formatted for the website, submitted to the Blair archive, and a QR code can be created.
5. Your recital will be listed on the Blair website event calendar.
6. Total recital time frame will not exceed 120 minutes. This includes the room setup, performance time (up to 70 minutes maximum, including music, stage moves, breaks, intermission, speaking, encores, etc.), and room restore.
7. All fully supported recitals must choose a time listed on the recital availability sheets.
8. All seniors and juniors holding a degree required recital (registered in YES) may use Turner Hall or Choral Hall for their supported recital. In the spring, these students may hold their recital at any time, including after Spring Break.
9. Juniors holding an elective recital, sophomores, freshmen, and all non-senior chamber ensembles may use Choral Hall for their supported recital. In the spring, these students must hold their supported recital before March 12, 2027.
10. Student will be allowed to hold a post-recital reception at Blair, if space and schedule allow.

Self-supported recital

A self-supported recital is a recital without any support from the Blair Presenting Services team. If you are holding a recital for a degree requirement, you are strongly encouraged to not do a self-supported recital as it will not be recorded for the Blair archive. The following applies to a self-supported recital:

1. Complete recital request form.
2. Pass recital hearing at least three (3) weeks prior to the recital date.
3. No technical staff support will be provided, including no assistance with stage moves, no livestreaming, and no recording.
4. No front of house support will be provided, including no program creation and no QR code posted for program access.
5. Recital will not be listed on the Blair website event calendar.
6. Time frame will not exceed 120 minutes, including room setup, performance time (up to 70 minutes maximum, including music, stage moves, breaks, intermission, speaking, encores, etc.), and room restore.
7. Location is limited to Choral Hall and will not exceed the posted capacity of 70 occupants.
8. Recital may occupy any available time slot listed for Choral Hall on the recital availability date sheet, including after Spring Break, or an agreed upon time frame based upon Choral Hall availability as shown in EMS and confirmed with Operations Supervisor.
9. Student will be allowed to hold a post-recital reception at Blair, if space and schedule allow.
10. A previously confirmed fully supported recital may not switch to a self-supported recital unless it meets the "Canceling or Rescheduling a Recital" policy outlined in the Student Recital handbook.

Deadlines for Booking a Student Recital

Priority Booking Periods / Calendar Opens for Requests

- April 8-11: Priority booking for seniors with a degree requirement (registered in MUSO 4970) for the *academic year*. (1 per semester)
- April 12-14: Priority booking for seniors with an elective recital for the *academic year.* (1 per semester)
- April 15-17: Priority booking for juniors with a degree requirement (registered in MUSO 3970) for the *academic year*. (1 per semester)
- May 1: Schedule opens to all student solo and chamber ensemble recitals for the *fall semester only*. Required recitals get priority over elective recitals.
- November 16: Schedule opens to all student solo and chamber ensemble recitals for the *spring semester only*. Required recitals get priority over elective recitals.

Fall 2026 Recitals Deadlines

- Deadline for booking a fully supported Fall 2026 recital: Friday, October 2, 2026
- Deadline for booking a self-supported Fall 2026 recital: Friday, October 30, 2026

Spring 2027 Recitals Deadlines

- Deadline for booking a fully supported Spring 2027 recital: Friday, January 29, 2027
- Deadline for booking a self-supported Spring 2027 recital: Friday, March 12, 2027

Other Information

- Freshman, sophomores, and non-degree requirement juniors **must complete** their spring fully supported recital by **March 12, 2027**. *No fully supported recitals for this student group will be approved to occur after March 12, 2027.*

- All seniors, juniors with a degree requirement, and high school seniors who are completing the Blair Academy Certificate Program may book a recital in Turner Hall or in Choral Hall.

- Juniors without a degree requirement, all sophomores, freshmen, chamber ensemble, and Blair Academy non-certificate students may book recitals in Choral Hall only.

- Students wishing to hold a recital for their chamber ensemble may only do so in Choral Hall as a self-supported recital.

- Due to limited availability, students may only perform one solo recital a semester, and sharing recital time slots with another student is *strongly encouraged* for all students with non-degree recitals, especially 1st, 2nd, and 3rd year students.

- Students with multiple degree requirements should plan their repertoire to include all requirements in one recital time slot.
    - If a student is unable to include all elements into one recital time slot and wishes to do multiple recitals in a semester, the additional recital request(s) will only be accepted on the recital booking deadline date each semester and will only be confirmed pending location availability and approval of Senior Associate Dean Michael Slayton.

- The request form must be turned in by the *last day* of the priority booking period to gain priority over other grade levels. Seniors & Juniors will be able to book their recital after the priority period is over; however, they may receive a less desirable time slot.

Please review the Turner Hall and Choral Hall available time slots prior to your booking period as these time slots are subject to change on a regular basis.

Recital Timeline & Checklist – Things to Do Before Your Recital

☐ **Look at available dates and coordinate with your major professor and assisting artists to see what dates work best.**

☐ **Book your recital date.**

Turn in your Recital Request Form to the Operations Supervisor via email during your priority booking period.

☐ **Request rehearsal time *(Fully Supported Recital only)***

Once you've received your recital date from the Operations Supervisor, book your rehearsal time through the EMS website.

- Please note that students are allowed up to 2 hours of rehearsal time in the performance hall *as available*; however, if you are more than 15 minutes late to your reservation, the time is forfeited.
- Technical staff is not automatically assigned to rehearsals; if your rehearsal requires technical assistance, you must request this when you request your rehearsal time through EMS or by contacting the Operations Supervisor and Production Director.

☐ **Plan your hearing and request a time.**

You must pass your recital hearing at least **three (3) weeks** prior to the recital date. If your 3-week deadline falls during a break period, you must pass your hearing prior to the break.

- Book hearing on EMS.
- Make sure to plan your hearing at least two (2) months prior to your recital.
- Ask the appropriate faculty members to serve on your panel and confirm what time works for everyone before booking a space.
- Your hearing does not need to take place in the same spot as your recital.
- If you need technical support for your hearing, please note this when you request your hearing location through EMS.

☐ **[Required Recitals Only] Make sure you are registered on YES.**

To receive a grade and have your recital listed in your transcript, you must be registered.

☐ **Plan your repertoire.**

Plan your repertoire to fit your program's requirements as well as fit within the time allotted for your performance. For more information, please consult your academic instructor.

- It is imperative that your recital is less than 70 minutes total (inclusive of music, stage moves, breaks, intermission, speaking, encores, etc.) as the livestream and archive recording will cut off after 70 minutes. If you go over that time, the end of your recital will not be available.

☐ **Submit recital tech form and schedule production meeting *(Fully Supported Recital only)***

Four (4) weeks prior to your recital, submit your Recital Tech Form and schedule your three (3) week out production meeting.

- Please include any and all information needed for the set-up of your recital, including a stage plot, accompanist's piano choice, and media materials.
- Schedule your *mandatory* event production meeting with the Production Director using the scheduling link to occur at least three (3) weeks prior to your recital.
- All media elements (including, but not limited to, projection content such as video, images, and slide show presentations, as well as playback of pre-recorded WAV/MP3 audio files) must be discussed with the Production Director during your mandatory production meeting.
    - All final media materials must be delivered to the Production Director or a designated member of the Presenting Services Production Team no later than 72 hours prior to your scheduled event to ensure proper functionality and compatibility with venue systems.
    - Failure to meet these requirements may result in the inability to incorporate media elements into your event.

        - Questions regarding media specifications or requirements should be directed to the Production Director during or in advance of your production meeting.
    - ***Composition students:*** In addition to your initial production meeting and in lieu of your recital hearing, you must have a 2nd production meeting with the Production Director, or a designated Event Technical Lead, three (3) weekdays prior to your recital.
        - Schedule your *2nd* event production meeting with the Production Director using the scheduling link to occur three (3) weekdays prior to your recital.

☐ **Pass your hearing at least three (3) weeks prior to your recital (not applicable to composition majors)**

- You must pass your recital hearing at least **three (3) weeks** prior to the recital date. If your 3-week deadline falls during a break period, you must pass your hearing prior to the break.
- Email your hearing form to the Assistant Registrar
- If you fail your hearing, you must contact the Operations Supervisor immediately to reschedule your recital.

☐ **Submit recital program information *(Fully Supported Recital only)***

Three (3) weeks prior to your recital, submit your Program Information Form.

- You must submit your program information using the form link. Information sent by any other means in any other format will not be accepted.

☐ **Rehearse *(Fully Supported Recital only)***

- You should have already booked your dress rehearsal date in EMS.
- Please note that students are allowed up to 2 hours of rehearsal time in the performance hall *as available*; however, if you are more than 15 minutes late to your reservation, the time is forfeited.
- Technical staff is not automatically assigned to rehearsals; if your rehearsal requires technical assistance, you must request this when you request your rehearsal time through EMS or by contacting the Operations Supervisor and Production Director.

☐ **Perform!**

- Please arrive to the stage to setup at the time confirmed with the Production Director. This will be at least 30 minutes prior to the recital start time; in some circumstances, you may be asked to arrive earlier, especially if your recital has an in-depth setup.

Blair Policies for Booking Your Student Recital

Recital Time Slots

These are the approved time slots for student recitals to maximize use of the spaces. While efforts are made to ensure as many slots are available when the calendar opens for students to begin booking their upcoming recitals each academic year, please review the Turner Hall and Choral Hall available time slots prior to your booking period as these time slots are subject to change on a regular basis due academic classes, other recitals, and holidays.

Turner Hall Slots:

Weekend Recitals
12:00pm – 2:00pm – Recital Time: 12:30pm
2:00pm – 4:00pm – Recital Time: 2:30pm
5:00pm – 7:00pm – Recital Time: 5:30pm
7:00pm – 9:00pm – Recital Time: 7:30pm

Weekday Recitals
7:00pm – 9:00pm – Recital Time: 7:30pm

Choral Hall Slots:

Weekend Recitals
1:00pm – 3:00pm – Recital Time: 1:30pm
3:00pm – 5:00pm – Recital Time: 3:30pm
6:00pm – 8:00pm – Recital Time: 6:30pm

Weekday Recitals
6:00pm – 8:00pm – Recital Time: 6:30pm

Blair Student Recital Policies

- **Recital Length:** Students will be given only **two (2) hours** to complete their recital; this includes set-up time, performance time, and tear-down time.
    - Students must limit their program time to **70 minutes, including set changes, speeches, intermission, and encores**. Please plan your program accordingly.
    - Students must use the "Recital Time" as their start time. *(fully supported only)*
    - It is imperative that your recital is less than 70 minutes total (inclusive of breaks, intermissions, and talking) as the livestream and archive recording will cut off after 70 minutes. *(fully supported only)*
        - If you go over that time, the end of your recital will not be available.
            - Additionally, the entire recital program must be finished 20 minutes prior to the end of the time slot to allow the technical staff time to prepare for the next recital.
                - Going over your time period not only negatively impacts you, but it also impacts the recital after yours. Do not allow yourself to negatively impact your colleagues!

- **Request Form:** Students will need to fill out a Recital Request Form and turn this into the Operations Supervisor.
    - If you have any questions regarding this form, see the Operations Supervisor immediately for supplementary instructions.

- **Booking Priority:** Specific **booking periods** and **deadlines** are set to give priority according to seniority.

- **Time Slots:** To avoid conflicts, recitals will need to fit into **specific time slots**. Exceptions will only be made due to previously scheduled events.

- **Reception Information:** Each performance space has a designated reception area so that multiple receptions can happen at the same time.
    - TURNER HALL is the "family waiting area" just outside the first floor practice rooms.
    - CHORAL HALL is the faculty lounge.
    - Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event so that no recitals are disturbed.
        - There are no private reception areas in the building.
    - Your reception time slot will mimic your recital time slot.
        - Example: For a Turner Hall recital at 12:30pm, you will be allowed to setup for your reception at 12:00pm and must be completely clear (including clean up) by 2:00pm.
    - No alcohol may be served at any student recital reception.
    - Student recitals may hold a post-recital reception in a Blair space, pending space availability.

- **Repertoire/Program:** Not to exceed 70 minutes maximum, including music, stage moves, breaks, intermission, speaking, encores, etc.
    - Please direct all questions regarding content requirements and restrictions to your academic instructor.
    - All media elements (including, but not limited to, projection content such as video, images, and slide show presentations, as well as playback of pre-recorded WAV/MP3 audio files) must be discussed with the Production Director during your mandatory production meeting.
        - All final media materials must be delivered to the Production Director or a designated member of the Presenting Services Production Team no later than 72 hours prior to your scheduled event to ensure proper functionality and compatibility with venue systems.

        - Failure to meet these requirements may result in the inability to incorporate media elements into your event.
        - Questions regarding media specifications or requirements should be directed to the Production Director during or in advance of your production meeting.
    - Recital program information must be submitted at least three (3) weeks prior to your recital using the Program Information Form for creation of your program for the Blair website listing, submission to the Blair archive, and QR code posting.
        - Information sent by any other means in any other format will not be accepted.

- **Recital Cancellation/Rescheduling:** Students are expected to check availability with their professors, assisting artists, and family members prior to booking their recital.
    - The student is allowed ONE (1) rescheduling of their recital which must be done so by their professor.
        - Remember time in the halls books up quickly, so being prepared prior to submitting your Recital Request Form will provide you with the best possible date.
        - If the student decides they need to reschedule their recital within a month of their scheduled recital without a legitimate reason, that student will not be guaranteed a spot in Turner Hall.
    - Legitimate Reason for Recital Rescheduling:
        - Illness/Injury (providing a doctor's note)
        - Family emergency
        - Act of God, like a tornado
        - University closure and/or class cancellations
    - Not legitimate reasons for cancellation:
        - Program not ready/failed hearing
        - Schedule conflicts
        - Problems with assisting artists.
    - If a student needs to cancel their recital, they must contact the Operations Supervisor immediately.
        - Any swapping of hall time must be approved by the Operations Supervisor, both students, and their professors prior to being processed.

- **Pre-Recital Hearing:** Any student (except composition) who wishes to give a recital in the Blair building must pass a hearing, held ***at least three (3) weeks*** before the recital.
    - Please consult your academic instructor regarding the requirements of your hearing committee.
    - Senior composition recitals are screened in advance at the department level, therefore excluding them from the pre-recital hearing.

- Student must print and have the Recital Hearing Form filled out by their Hearing Committee following their hearing.
    - Grading of the hearing is on a Pass/Fail basis, with written faculty comments.
    - If a student fails the hearing, another must be scheduled.
    - Only two recital hearings in one semester are permitted.
    - Completed Recital Hearing Form is emailed to the Blair Academic Registrar, Rachel Hobbs.

- **Recital Committee and Grade:**
    - Please direct all questions regarding how your recital committee will grade your recital, including if it is being given for credit, to your academic instructor.

Contact Information – Please allow up to 72 hours for a response

Operations Supervisor, Heather White, 615-322-7508, heather.d.white@vanderbilt.edu
To schedule your recital, rehearsal, & hearing

Production Director, Joseph Passarelli, 615-343-7298, joseph.p.passarelli@vanderbilt.edu
To arrange set-up and technical needs for rehearsals, recitals, and recordings

Operations Assistant, Rebecca Nichols, 615-322-7651, rebecca.nichols@vanderbilt.edu
To create your program

Assistant Registrar, Rachel Hobbs, 615-343-5882, rachel.hobbs@vanderbilt.edu
To submit your hearing form

Important Links

EMS (Scheduling Website): http://vu.edu/ems

Student Recital Booking Information: http://vu.edu/student-bookings

Recital Tech Form: http://vu.edu/blair-tech-form

Program Information Form: http://vu.edu/program-information

Recital Hearing Form: http://vu.edu/recital-hearing

Schedule Production Meeting: http://vu.edu/production-meeting

Recital Request Form:
https://cdn.vanderbilt.edu/vu-sub/wp-content/uploads/sites/279/2026/08/20201011/Student_Recital_Form_0826.pdf

Turner Hall Availability: http://vu.edu/turner-hall-availability

Choral Hall Availability: http://vu.edu/choral-hall-availability