

Bailey Performance Center Scheduling Policy

Section I: College of the Arts - School of Music (CotA – SOM)

I. Scheduling period, timeline and deadlines

Scheduling period:

The yearly scheduling period for the School of Music runs August 1 – July 31. All scheduling of public events during each scheduling period must be done per the following timeline.

Scheduling timeline:

Premiere Series events, professional / music organization events hosted by the School of Music (NATS, GMTA, Solo and Ensemble Competitions, etc.), and student degree recital blocks shall be added to the calendar before February 1.

SOM large ensemble performances shall be added to the calendar during the first performance faculty meeting in February.

Resident ensemble performances and rehearsals shall be submitted for approval by February 15, and approved and added to the calendar by March 1.

SOM small ensemble performances shall be added to the calendar by March 15.

Guest recitals, master classes, and faculty recitals, shall be added to the calendar by April 1.

Concerto Competition, and Honors recital shall be added to the calendar by April 15.

All public events for the scheduling period (August 1 – July 31) shall be scheduled, confirmed, and forwarded to the College of the Arts **before May 1**.

No public events sponsored by any School of Music Ensemble or faculty member can be scheduled for the scheduling period after this deadline.

II. Priority of scheduling

Priority for scheduling of public events in the Bailey Center shall be given in the following order:

Spring / Fall scheduling period

1. Premiere Series Events
2. Professional / Music Organization events hosted by the School of Music (NATS, GMTA, Solo and Ensemble Competitions, etc.) and Student degree recital blocks
3. School of Music large ensemble concerts (SOM Large Ensembles: Orchestra, Wind Ensemble, Concert Band, Opera Workshop, Chorale, Chamber Singers, and Jazz Ensembles I & II)
4. Resident ensemble performances and rehearsals (GYSO ensembles and Community Alumni Choir)
5. School of Music small ensemble concerts (SOM small ensembles: Percussion Ensemble, jazz combos, guitar ensembles, mixed chamber ensembles, Gospel Choir, etc.)
6. School of Music guest recitals, (piano series, etc.) master classes, and faculty recitals
7. Concerto Competition and Honors Recital

Summer scheduling period

1. Starlight Series rain dates
2. Summer Music clinic
3. Planned equipment maintenance, building improvements, installation
4. All other University, School of Music, or non-University events

III. Scheduling of secondary school ensembles hosted by the School of Music

The School of Music may host secondary school ensemble concerts at the Bailey Center for recruiting purposes. These concerts:

- a) may not be scheduled until **after** the May 1 deadline for all public School of Music events
- b) must be scheduled at least eight (8) weeks **in advance** of the performance date

IV. Scheduling of non – public events

Non – public events include all classes, academic (during class time) rehearsals, after hours rehearsals, dress rehearsals, and juries. Non-public events must be scheduled before the following deadlines:

Fall semester: before first day of classes
Spring Semester: before first day of classes

Ensemble directors are responsible for presenting a complete rehearsal schedule for their ensemble, including all after hours or extra rehearsals and any changes / preemptive cancellations to the academic rehearsal schedule, before the above deadlines.

All faculty members are responsible for presenting a complete rehearsal schedule for their recitals, guest recitals they are sponsoring, or any other non-public events before the above deadlines.

Academic rehearsal scheduling
(Regularly scheduled, “class-time” rehearsals)

Ensembles with concerts in the Performance Hall will have one dress rehearsal on the PH stage during their regularly scheduled rehearsal time that is immediately prior to their performance.

Ensemble directors may request two additional dress rehearsals on the PH stage during the two regularly scheduled rehearsal times prior to their final dress rehearsal, above, by the following procedure:

1. Identify the ensemble that is scheduled to rehearse on the PH stage during the times when you would like to have the additional dress rehearsals.
2. Request of that ensemble director that they move their rehearsal to the Rehearsal Hall.
3. Fill out the attached form and submit it to the Bailey Center Manager at least two (2) months prior to the performance.

Ensembles that are performing on the same concert and also rehearse simultaneously in the PH and RH may have separate dress rehearsals (switching spaces during the last two rehearsals prior to the performance) or share a dress rehearsal (during that last regularly scheduled rehearsal time prior to the performance.)

Ensembles with performances requiring extensive staging, sets, or other significant technical needs may request extended rehearsal periods on the PH stage prior to the performance.

V. Scheduling of student degree recitals

For ease of facility, production, and personnel scheduling, student degree recitals shall be grouped on dates decided prior to the beginning of the semester. Three blocks of time per semester will be used: the first during the first three weeks of each semester, the second during the last week of classes, and the third immediately following the end of regular classes.

RECITAL BLOCK 1 (during the first three weeks of the semester)

Rehearsal Hall

Friday

5:00 PM Recital 1 Dress
6:00 PM Recital 2 Dress
7:00 PM Recital 3 Dress
8:00 PM Recital 4 Dress

Saturday

2:00 PM Recital 1
4:00 PM Recital 2
6:00 PM Recital 3
8:00 PM Recital 4

RECITAL BLOCK 2 and 3 (last week of classes and immediately after classes)

	Rehearsal Hall	Performance Hall	MU 109
Wednesday			
5:00 PM	Recital 1 Dress	Recital 9 Dress	Recital 17 Dress
6:00 PM	Recital 2 Dress	Recital 10 Dress	Recital 18 Dress
7:00 PM	Recital 3 Dress	Recital 11 Dress	Recital 19 Dress
8:00 PM	Recital 4 Dress	Recital 12 Dress	Recital 20 Dress
Thursday			
5:00 PM	Recital 5 Dress	Recital 13 Dress	Recital 21 Dress
6:00 PM	Recital 6 Dress	Recital 14 Dress	Recital 22 Dress
7:00 PM	Recital 7 Dress	Recital 15 Dress	Recital 23 Dress
8:00 PM	Recital 8 Dress	Recital 16 Dress	Recital 24 Dress
Friday			
2:00 PM	Recital 1	Recital 9	Recital 17
4:00 PM	Recital 2	Recital 10	Recital 18
6:00 PM	Recital 3	Recital 11	Recital 19
8:00 PM	Recital 4	Recital 12	Recital 20
Saturday			
2:00 PM	Recital 5	Recital 13	Recital 21
4:00 PM	Recital 6	Recital 14	Recital 22
6:00 PM	Recital 7	Recital 15	Recital 23
8:00 PM	Recital 8	Recital 16	Recital 24

Only senior recitals and piano major recitals will be held in the Performance Hall.

Students are required to submit their Junior / Senior Recital form to the School of Music no later than the following dates:

Fall Semester: September 15
Spring Semester: February 1

Students will give a preferred and alternate choice for both *date* and *venue* for their recital. *Time* of recital will be assigned starting with the latest time for that date and working backward.

Summer recitals will be scheduled on an as-needed basis with permission of the School of Music Director and the student's applied teacher.

Addendum #1

**Bailey Performance Center
Condensed Scheduling timeline**

First day of classes for Spring semester

Due: Dates for all non-public events for Spring semester

February 1

Due: Dates for Premiere Series events and professional / music organization events hosted by the School of Music (NATS, GMTA, Solo and Ensemble Competitions, etc.), student degree recital blocks.

First performance faculty meeting after February 1

Due: Dates for SOM large ensemble performances

By February 15

Resident ensemble performance and rehearsal dates submitted for approval

March 1

Resident ensemble performance and rehearsal dates approved and added to calendar

By March 15

Due: Dates for SOM small ensemble

By April 1

Due: dates for Guest recitals, master classes, and faculty recitals

By April 15

Due: Concerto Competition and Honors recital dates

May 1

All public events for the scheduling period (August 1 – July 31) scheduled, confirmed, and forwarded to the College of the Arts

By the first day of classes for Fall semester

Due: Dates for all non-public events for Fall semester

Addendum # 2

**Bailey Performance Center
Additional Dress Rehearsal Permission Form**

Ensemble Requesting Additional Dress Rehearsals:

Ensemble to be moved to accommodate:

Date of request: _____

Date(s) and time(s) of requested additional dress rehearsal(s):
(Must be during the two (2) regularly scheduled rehearsal times preceding the final dress rehearsal)

Ensemble Director requesting additional rehearsals:

I am requesting the above additional rehearsals.

Ensemble Director approving the rehearsal move:

I agree to move my rehearsal(s) to accommodate the above requested additional dress rehearsal(s).