**Approving Student Recitals**

**Performance Hall Calendar**

All faculty, staff and students have access to the performance hall schedule updated in real-time. This calendar is located at [https://musicrecitals.hida.asu.edu/calendar.php](https://musicrecitals.hida.asu.edu/calendar.php) and you can use it to view other events scheduled around your student’s pending recital date.

**Important**: The public view of the performance hall calendar is for reference only. All reservations must be scheduled through the Music Events office. Time in the hall is not available unless confirmed by the Music Events office.

**Calendar options**

School of Music venues are listed by time and are color coded according to performance hall.

- Evelyn Smith Music Theatre (ESMT) is tan
- Katzin Concert Hall (KCH) is pink
- Organ Hall (OH) is blue
- Recital Hall (RH) is green
- Other venues and holidays are white

Scroll through months, weeks or days using the navigation arrows on the top, right corner of the calendar.

Narrow the calendar view using the Month, Week, and Day buttons on the top of the calendar.

Filter the events using the venue check-boxes located in the left menu of the calendar.

**How to approving your student’s recital**

When you student submits a recital reservation you will receive an automatic email with the student’s name, recital date, time and venue. Follow the step-by-step instructions below to approve or deny a student’s recital request.

1. Open the performance hall calendar using the link provided (above) and navigate to the week or day of your student’s pending recital.
2. Click on the link provided in the approval request email.
3. Click on Approve or Deny.

If you approve your student’s recital date, an automatic email is delivered to the student confirming faculty liaison approval. The recital date will remain pending until the Music Events office has approved given department approval.

If you deny your student’s recital date, an automatic email is delivered to the student confirming that you denied the recital, the reservation is removed from the calendar and your student is free to reschedule.

When the student recital has received faculty liaison and department approval, they will receive a confirmation email with further instructions.

**Student Recitals – Policies and Next Steps**

Students must upload a Student Event Information form at least 3-weeks before their recital date. They will receive automatic reminder emails beginning 4-weeks before their recital and will continue to receive them twice a week until the form is uploaded.

Programs for student recitals are the student’s responsibility and must be provided at their expense. All programs for student recitals held in School of Music facilities must include the Herberger Institute – School of Music watermark provided on the program templates on the student recital pages.

The School of Music urges students to comply with sustainable policies of the University by using the PowerPoint presentation option for recitals held in Katzin Concert Hall or Recital Hall.

Direct all procedural or technical questions to the Music Events office at MusicEvents@asu.edu.
Cancellation requests must be received in writing via email directly from the student who scheduled the recital. Students who cancel their recital after the 3-week cancellation deadline may forfeit their recital fee.

If you have questions regarding student recital policies, contact the Music Events office at MusicEvents@asu.edu.