How to use the School of Music Performance Hall Schedule

Questions should be submitted in writing to MusicEvents@asu.edu

General Policies
♦ Faculty, students and staff are not allowed to use the Performance Hall without a confirmed reservation.
♦ The automated scheduling system can be used for recital scheduling only.
♦ All other reservations must be requested via the email above.
♦ Non-recital reservations scheduled through the automated system will be denied.
♦ You must be School of Music student, faculty member or staff to access the Performance Hall Schedule.

Reservation Times
♦ Reservations should be scheduled with at least 15 minutes transition time between bookings AND at least one hour prior to any recital (to accommodate call time). The 9-11pm rehearsal slot is the only exception to this rule.

How to navigate the schedule
2. Log in with your ASUrite ID and password.

Note: The Performance Hall Calendar works better in the Google Chrome browser.
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3. Using the navigation arrows, scroll to the month you would like to view.

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4. To view reservation blocks including begin and end times, go to the Day view.
   - Click the “day” button then scroll through each day, or
   - Click in the blank space next to the date.
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- This is the Day view

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5. Month, Week and Day views allow you to look at only the halls you want to see or all of them.
- Click on the box for the hall or halls you want to view.
- Uncheck all to return to the default view

Important!
If you are scheduling a recital, look for possible conflicts by removing the Checks!