

# Illinois State University

College of Fine Arts  
School of Music

## RECITAL and ENSEMBLE SCHEDULING

Revisions—May 5, 2005

The following are changes to the scheduling procedures within the School of Music. The changes have been discussed with the SOM Advisory Committee and the Calendar/Ensemble Committee. Please contact the Director if you have any questions.

### POLICY STATEMENTS:

#### NO FACULTY CONCERT WEEKS

POLICY: Tuesdays during the "No Faculty Concerts" two-week period (prior to dead week) will be open and available for faculty performance. Remainder of the 2 week period serves for student ensembles, student recitals, large ensemble performances. It is hoped that faculty can perform earlier in the semester when the students are still in preparation.

#### RESERVING FACILITIES

JUSTIFICATION: Problems exist when a faculty member reserves a facility/ies for a length of time that prohibits others from scheduling events, and/or when these reservations are cancelled and/or rescheduled. If an event is confirmed, and later cancelled, it is detrimental to the school's campus and public image. Confirmed events are published and promoted (mailings, web sites; in later stages, tickets sales, Pantagraph "On The Go" section, event boards, work personnel scheduled).

"Event" is defined as: An weekday evening (after 6pm) or weekend faculty recital, guest artist recital, or student music ensemble sponsored by faculty. (Not included would be daytime school events, unpublicized events, or daytime masterclasses.)

POLICY: Faculty will be allowed a period of 2 weeks (ie., ten working days) from the date of scheduling an event to reserve facilities. Not more than two dates may be held by the faculty member for one event. The reservation request begins at the date and time it is entered into the Scheduling program by the Scheduling Secretary. Confirmation of an event must be made by the end of a two-week (10 working days) period. (This period will include "working days" as defined by University "open for business days", but not those days when the University would be "closed". [Example of "open" business days would be the three working days prior to Thanksgiving during the Thanksgiving week, but not the two remaining days of Thanksgiving week when the University is "closed". Spring Break week would be "open for business" days even though no classes are scheduled. If confirmation of an event is not made within the two-week period as described above, the reservation will automatically be cancelled.