



## **Instructions for using the College of Music Roomview On-line Reservation System**

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# Who can book a classroom or chamber room...

General single rehearsals booked within two weeks:

- Small ensembles, small groups/forum & chamber groups
- Sectionals for small/major ensembles
- Self-recording or class recording projects (include what recording is for and submission deadline, etc.)

Regular weekly rehearsal/coaching may be booked for:

- MUCM 3510/5510 chamber music class groups\*
- Center for Chamber Music ensemble\*
- Jazz Forum class groups (assigned with class instructor)
- Lab Band sectionals\*
- Music Fraternal weekly evening meeting

\*Request Form Required – located at the end of this packet

Meetings

- Student music organizations
- Music fraternal organizations
- Class oriented meetings – review sessions
- Defense and oral exams

## ***No Reservations are made for***

Solo rehearsals or rehearsals with your accompanist unless prior to your recital.

These types of rehearsals should occur:

- in Music Practice North or South
- after 5PM using Weekday Walk-In Service with Copy Room (MU291)
- using Weekend Walk-In Service with Copy Room (MU291) during open building hours
- in your professor's studio, if they have you listed on their access list with the Copy Room
- or other locations

## **After 5PM and Weekend Walk-In Service with the Music Copy Room, MU291:**

- No reservations are made in Roomview
- Bring your student ID to the Copy Room, MU291
- You may use any room that is open for up to 2 hours for any type of practice

# What rooms can be booked...

## **Rehearsal & Meeting Rooms Available to Select: (2-hour max.)**

### All classrooms must be reset to their classroom set up when done

MU 287, 288, 289, 290 (Music Theory Classrooms with piano)

320, 321, 322 (Third Floor Classrooms with piano)

**Theory and third floor classrooms are available if there are no classes in a room nearby. *Check the chart on the "Welcome to Roomview" web page before submitting a request for these rooms - <https://calendar.music.unt.edu/request.php>***

### For any room below if a class is following your request time you must end/exit the room 15 minutes prior to the next class start time.

MU 116 (Woodwind Classroom with piano) – *late afternoon for non-woodwind*

MU 132 (Brass Classroom with piano)

MU 230 (Choir Room with grand piano) – *reset to classroom set up when done*

MU 232 (Orchestra Hall with grand piano) – *reset to classroom set up when done*

MU 258 (Large Classroom with piano)

MA 113 (Large Classroom with piano)

MU 297 (Chamber Music Studies/Center) – *Restricted use between 8AM-5PM weekdays for piano, strings and woodwinds chamber only. After 5 PM weekdays available for brass and voice chamber.*

**For Jazz Studies Majors:** MU 262, 263 (Lab East), MU292 – *rehearsals may not be booked in Lab East when classes are occurring in Kenton due to sound bleed.*

*Kenton Hall for recitals and recital dress rehearsals only*

**For Percussion Majors:** MU142 (*Must be on percussion area access list-see Professor Ford*)

**In Roomview - "Type of Event Request" – Internal - Single Rehearsal or Meeting**

**Meeting Rooms only (no rehearsals):** MU 293, MU295, MU250

**In Roomview - "Type of Event Request" – Internal - Meeting**

## ***Recital Reception and Graduate Exam Rooms:***

### **Recital Receptions:**

Floyd Graham Green Room only if there is not a recital or concert in the Recital Hall. Sound bleed occurs between these two spaces.

MU293 or MU295 – students must bag and remove all trash and re-set the room to its classroom setting. Have the Copy Room Staff (MU 291) check the room when you are ready to leave. Failure to reset and clean-up the room could result in a fine.

**In Roomview - "Type of Event Request" - Internal - Reception**

### **Oral Exams, Dissertation Defense, Graduate Exams:**

Floyd Graham Green Room; MU293 or MU295

**In Roomview - "Type of Event Request" - Internal - Exam**

### **General Information about using rooms in the music building:**

Music Building begins locking up 30 minutes before final closing time.

Room use must end at 11:30 PM.

Students, if you move anything in a classroom to rehearse, i.e., desks, stands, etc., then you must reset the room when you leave. Failure to do so could result in practice use being denied in the future and a possibly fine for clean-up.

# How to request a room...

To begin, you will need to research available dates in Roomview - <http://calendar.music.unt.edu/> using the Roomview tab at the top of the Calendar.

Also check the chart on the Welcome to Roomview page for availability of the theory classrooms (MU287-290) and third floor classrooms (MU321-322) prior to submitting a request for these spaces.

Once you have found a date, click "REQUEST" on the left side of the page to enter your event information. This will take you to the login page for making a Roomview request - <https://calendar.music.unt.edu/request.php>

Login using your UNT euid/password and agree to terms at the bottom of the page. If you are new to the system you will need to complete the Data Sheet to become a Client. If returning, check your data information for accuracy and click "Save & Continue.>>" and start an "event request."

Complete all of the information listed below to submit a request for processing:

**Type of Event Request:** Click "Internal" – select type of use from pull down menu (single rehearsal, class, etc.)

**Instrument** – enter your instrument/voice

**Title** – Performer/User Name and purpose (PMA meeting/chamber rehearsal /sectional, etc.)

**Choose Building** ... College of Music Building

**All Categories**...leave alone

**CHOOSE ROOM** – select your room to use

**Enter: Date, Enter Time, Start Time and Exit Time**

**Record Box**... leave alone (unless booking a recording session)

**Piano Tuning**... leave alone (unless booking a recording session or recital)

## **SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your room choice.

## **WHEN FINISHED CLICK "MAKE REQUEST"**

You will receive an email that your request is in process.

Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

# RECORDING SESSIONS –

Student made recordings can be booked in the classrooms anytime they are available or in the performance halls – Voertman Hall & Recital Hall with faculty approval.

Self-recording sessions in Voertman and the Recital Hall are limited to 5 hours total per semester, per student. During heavy recitals months, November & April, recording times may be limited in the halls.

A Recording Form is required prior to making a request and is located at the end of this packet. Events may still be booked until two weeks in front of a date, so prime recital time may not be booked for a recording session until two weeks in front of the requested date between the hours of 3:00 PM and 9:15 PM.

**Recording Sessions by UNT Recording Services** are also limited to 5 hours per semester, but do not require faculty permission. You must request and clear the date/time/location with recording services prior to making a roomview request. You will need to check the recording box and select “session – pay after.”

Further information about services provided by Recording Services is located on their website at [recordingservices@unt.edu](mailto:recordingservices@unt.edu)

[In Roomview - "Type of Event Request" - Internal – Recording Sessions](#)

# COM Student Recital Guidelines 101:

1. Research available dates in **Roomview**, the COM online reservation system.  
<http://calendar.music.unt.edu/roomview.php>
2. Your professor (and committee, if applies) must agree with your date choice.  
Do not have them email me approval until I process your request and ask for it.
3. Make sure no major ensemble events are occurring that could be an audience conflict.  
Example: Strings do not book against Symphony concerts, etc.
4. Now submit a “request” in Roomview once your booking date begins.  
<https://calendar.music.unt.edu/request.php>

Bookings begin - July for Fall, November for Spring and April for Summer.  
Only one request per student allowed. Make it count!

5. Once your request is submitted you will receive an in-process email.
6. Once your request is processed you will receive an instructional email.  
***IMPORTANT*** – *Mark your personal calendar with the deadline dates contained in this email.*
  - Requests that are not approved without notice.
  - When your recital is approved and forms (if applicable) are received then your event will appear on the web calendar.
  - *Do not risk losing your date if you miss a deadline!*



**VIEW THE MUSIC CALENDAR** - <http://calendar.music.unt.edu/>

**VIEW ROOMVIEW** - <http://calendar.music.unt.edu/roomview.php>

**WHERE TO MAKE A REQUEST** - <https://calendar.music.unt.edu/request.php>

*Please note that Roomview is also used to book rehearsals, dress rehearsals, meetings, receptions, exams, etc.*

*Off-Campus student recitals following directions on page 22 of this pdf – Off-Campus Recitals*

# Recital Types -

**Degree recitals include** - DMA, Masters, and Senior recitals.

- ❖ Undergraduate Senior recitals include performance, jazz studies and composition areas of study
- ❖ Undergraduate Junior recitals occur in the following areas: Piano, Strings and Voice. These are required recitals, however the Senior recital is the terminal recital for the degree sought.
  1. Junior voice recitals occur on Tuesdays during voice departmental in VH at 5 PM and are typically joint recitals as they are half-length.
  2. Guitar undergraduate recitals often occur during guitar departmental on Thursdays from 2-3 PM in the RH. This is at the discretion of the guitar faculty.
  3. Junior recitals are not automatically recorded. Students request and pay for this service.
- ❖ DMA, MM, and Senior recitals are automatically audio recorded for degree archival purposes in COM venues. If these recitals are held off-campus a recording must be provided by the student for their degree record.
- ❖ **GAC recitals are a recital given for a non-degree program.** These recitals do not follow the restrictions listed below for non-degree recitals and are booked when other degree recitals are as a GAC recital. They do not have to be recorded if held off campus, but are automatically recorded if in a COM venue.

**Non-Degree recitals must occur on or prior to:**

- October 31 in Fall semesters
- March 31 in Spring semesters
- Recording of these recitals are requested and paid for by the student at the time of booking

**Booking for Fall recitals begins:**

- DMA – July 1
- MM, GAC and Senior – July 8
- Junior – July 15
- Non-Degree – July 22

**Booking for Spring recitals begins:**

- DMA – November 1
- MM, GAC and Senior – November 8
- Junior – November 15
- Non-Degree – November 22

**Booking for Summer recitals begins:**

- April 1 for all recital types

**Venues available:**

- Organ students – Winspear (date must be cleared with Katie McCoy, MPAC Events Coordinator) and the Main Auditorium (date must be cleared with Katie Marion, Student Affairs, Union Services)
- Early Music – Organ Recital Hall with permission prior to booking from Dr. Eschbach
- All student recitals in Voertman Hall, Recital Hall, Kenton Hall (jazz studies) and MEIT
- Off-Campus recitals are possible with approval from your major professor and division chair. The space is reserved with the venue, but a Roomview request still must be made. Follow Off-Campus Recital Guidelines in this packet.

**All recitals are booked in the Roomview reservation system, including those off-campus.**

Recital requirements are listed on the student's degree plan.



# ORGAN RECITALS –

**Main Auditorium as venue** – Select a date with Dr. Eschbach. Next send an email to [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) in Union Services, copying me, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu), requesting the recital date. Please select a start time from the list below.

Weekdays – 5:00 PM, 6:30 PM or 8 PM

Weekends – 12:30 PM, 2 PM, 3:30 PM, 5 PM, 6:30 PM or 8 PM

Ask for an hour in front of the start time you want and give yourself two hours after the start time in your request to Kathleen. This allows time for recording set-up and tear-down.

Once I process your date in Roomview, I will send you an email on how to proceed with getting your recital approved and your event on the COM web calendar.

**Murchison as venue** – Select a date with Dr. Eschbach. Next contact Katie McCoy, Event Coordinator of the Murchison, to see if the date is available and book it with her. When the date is secured with Katie, send an email to me, Laura Fuller, to put the event in Roomview and receive instructions for how to proceed with approval and getting your event on the web calendar.

[Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) – Event Coordinator, Murchison Performing Arts Center

[Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu) – Concert Scheduling Office, College of Music.

# DMA RECITALS –

Submit Roomview requests starting: Fall Semesters - July 1; Spring Semesters – November 1; Summer – April 1

Discuss possible recital dates with your private lesson teacher. Check the online calendar to be sure you are not booking against a major ensemble concert that may be an audience conflict for your instrument. Recital dates must be requested at least four weeks in advance to complete our approval process and get on the recording schedule.

Research the venues in Roomview for availability. Please note there is no stage assistance provided for student events.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;

Setting 5 – all lights off, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer

Recording Services available – information - <https://recording.music.unt.edu/>

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Recording Services available – information - <https://recording.music.unt.edu/>

**Kenton Hall** – has computer and audio cabinet and podium.

Piano – New York Steinway

Recording Services available – information - <https://recording.music.unt.edu/>

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer

Recording Services available – information - <https://recording.music.unt.edu/>

**Organ students** may email [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. Organ students using **Winspear** for recitals need to contact [Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu).

Make **ONE** recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter recital information for students.

## **DIRECTIONS FOR USING ROOMVIEW:**

<http://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu, DMA.

Instrument – enter your instrument/voice

Title – Your Name and DMA Recital or Lecture Recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium (with venue approval) or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
Exception: 8PM recitals may schedule a little longer since no recital follows that time
- Our standard recital start times you may select from are:  
Monday-Friday – 5 pm, 6:30 pm, 8 pm  
Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check **Record box** and choose type of recording.

- The \$75 audio recording fee for degree recitals is paid in your fees and payment is not required.  
For further information go to <https://recording.music.unt.edu/>

**Piano Tuning:** If you want a piano tuned check the Piano Tuning box. IMPORTANT: You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

## **SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue.

## **WHEN FINISHED CLICK “MAKE REQUEST”**

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

**Dress Rehearsals:** May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Book two weeks in front of the date if requesting the Floyd Graham Green Room for a recital other than at 8 PM. Receptions may occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

Concert/Event Scheduling Office – MU247H – 940-565-3707

# MM RECITALS –

Submit Roomview requests starting: Fall Semesters - July 9; Spring Semesters – November 8; Summer – April 1

Discuss possible recital dates with your private lesson teacher. Check the online calendar to be sure you are not booking against a major ensemble concert that may be an audience conflict for your instrument. Recital dates must be requested at least four weeks in advance to complete our approval process and get on the recording schedule.

Research the dates in Roomview for availability. There is no stage assistance for student recitals.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;

Setting 5 – all lights off, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer.

Audio and Audio/Video recording available.

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Audio recording available.

**Kenton Hall** – has computer and audio cabinet and podium.

Piano – New York Steinway

Audio recording available.

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer

Audio recording available.

**Organ students** may email [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. Organ students using **Winspear** for recitals need to contact [Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu).

Make **ONE** recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter recital information for students.

## **DIRECTIONS FOR ROOMVIEW:**

<https://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu

Instrument – enter your instrument/voice

Title – Your Name and MM Recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
Exception: 8PM recitals may schedule a little longer since no recital follow that time
- Recital Start Times you may select from are:  
Monday-Friday – 5 pm, 6:30 pm, 8 pm  
Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check **Record box** and choose type of recording.

- The \$75 audio recording fee for degree recitals is paid in your fees and payment is not required.  
For further information go to <https://recording.music.unt.edu/>

**Piano Tuning:** If you want a piano tuned check the Piano Tuning box. IMPORTANT: You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

## **SAVE YOUR REQUEST**

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**Dress Rehearsals:** May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Book two weeks in front of the date if requesting the Floyd Graham Green Room for a recital other than at 8 PM. Receptions may occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

# GAC RECITALS –

Submit Roomview requests starting: Fall Semesters – July 9; Spring Semesters – November 8; Summer – April 1

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Next, research the dates in Roomview for availability. Please note there is no stage assistance for student recitals.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

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Pianos – New York Steinway, Hamburg Steinway, Bösendorfer.

Audio and Audio/Video recording available.

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Audio recording available.

**Kenton Hall** – has computer and audio cabinet and podium.

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- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu

Instrument – enter your instrument/voice

Title – Your Name and GAC Recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
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Concert/Event Scheduling Office – MU247H – 940-565-3707

# SENIOR RECITALS –

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Research the dates in Roomview for availability. Please note there is no stage assistance for student recitals.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;

Setting 5 – all lights office, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer.

Audio and Audio/Video recording available.

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Audio recording available.

**Kenton Hall** – has computer and audio cabinet and podium.

Piano – New York Steinway

Audio recording available.

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer

Audio recording available.

**Organ students** may email [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. Organ students using **Winspear** for recitals need to contact [Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu).

Make **ONE** recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter Recital information for students.

## **DIRECTIONS FOR ROOMVIEW:**

<https://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request



Type of Event Request: Click “Recital” – select recital type on pull down menu

Instrument – enter your instrument/voice

Title – Your Name and Senior Recital (Senior Jazz Partner, list both performers and instruments)

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
Exception: 8PM recitals may schedule a little longer since no recital follow that time
- Recital Start Times you may select from are:  
Monday-Friday – 5 pm, 6:30 pm, 8 pm  
Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check **Record box** and choose type of recording.

- The \$75 audio recording fee for degree recitals is paid in your fees and payment is not required.  
For further information go to <https://recording.music.unt.edu/>

**Piano Tuning:** If you want a piano tuned check the Piano Tuning box. IMPORTANT: You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

## **SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue.

## **WHEN FINISHED CLICK “MAKE REQUEST”**

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

**Dress Rehearsals:** May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Book two weeks in front of the date if requesting the Floyd Graham Green Room for a recital other than at 8 PM. Receptions may occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

# JUNIOR RECITALS –

Submit Roomview requests starting: Fall Semesters - July 15; Spring Semesters – November 15; Summer – April 1

Discuss possible recital dates with your private lesson teacher. Check the online calendar to be sure you are not booking against a major ensemble concert that may be an audience conflict for your instrument. Recital dates must be requested at least four weeks in advance to complete our approval process and get on the recording schedule.

Research the dates in Roomview for availability. Please note there is no stage assistance for student recitals.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;

Setting 5 – all lights office, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer.

Audio and Audio/Video recording available.

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Audio recording available.

**Kenton Hall** – has computer and audio cabinet and podium.

Piano – New York Steinway

Audio recording available.

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer

Audio recording available.

**Organ students** may email [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. Organ students using **Winspear** for recitals need to contact [Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu).

Make **ONE** recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter Recital information for students.

## **DIRECTIONS FOR ROOMVIEW:**

<https://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu

Instrument – enter your instrument/voice

Title – Your Name and Senior Recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
Exception: 8PM recitals may schedule a little longer since no recital follow that time
- Recital Start Times you may select from are:  
Monday-Friday – 5 pm, 6:30 pm, 8 pm  
Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check **Record box** if you would like your event to be recorded:

- The fee is \$75 for audio recording in Voertman or the Recital Hall.
- You will receive an email with invoice for payment approximately one month in front of your recital date from UNT Recording Services.

**Piano Tuning:** If you want a piano tuned check the Piano Tuning box. **IMPORTANT:** You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

## **SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue.

## **WHEN FINISHED CLICK “MAKE REQUEST”**

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

**Dress Rehearsals:** May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Book two weeks in front of the date if requesting the Floyd Graham Green Room for a recital other than at 8 PM. Receptions may occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

# NON-DEGREE RECITALS –

Submit Roomview requests starting: Fall Semesters - July 22; Spring Semesters – November 22; Summer – April 1

Discuss possible recital dates with your private lesson teacher. **IMPORTANT** - Non-Degree recitals **cannot** occur during November in the Fall semesters or during April in the Spring semesters. Check the online calendar to be sure you are not booking against a major ensemble concert that may be an audience conflict for your instrument. Recital dates should be requested at least 3 weeks in advance to complete the approval process and get on the recording schedule if paid for.

Research the dates in Roomview for availability. Please note there is no stage assistance for student recitals.

**Voertman Hall** – a performance venue with no AV equipment or screen. It does have a podium.

Lighting – Setting 1 - all off except side emergency lights; Setting 2 - Pre-Concert/Intermission;

Setting 3 – Full stage on, house lights off; Setting 4 – Center stage on, house lights off;

Setting 5 – all lights office, including emergency

Pianos – New York Steinway, Hamburg Steinway, Bösendorfer.

Audio and Audio/Video recording available.

**Recital Hall** – has computer and audio cabinet, screen, and podium. Lighting – Touch Screen.

Select “Pre-Performance” for house lights on, stage lights off; select “Performance” for house lights off, stage lights on.

Pianos – New York Steinway, Hamburg Steinway

Audio recording available.

**Kenton Hall** – has computer and audio cabinet and podium.

Piano – New York Steinway

Audio recording available.

**MEIT** – used occasionally for student recitals with permission of the Composition Area.

MEIT information at <http://cemi.music.unt.edu/places/meit>. MEIT calendar at

<http://cemi.music.unt.edu/places/studio-schedulesMEIT>.

Piano – Bösendorfer

Audio recording available.

**Organ students** may email [Kathleen.Marion@unt.edu](mailto:Kathleen.Marion@unt.edu) to see if the **Main Auditorium** is available on a given date and book the space with her. Then enter a request in Roomview and the Scheduling Office process your request and send you further instructions. Organ students using **Winspear** for recitals need to contact

[Katie.McCoy@unt.edu](mailto:Katie.McCoy@unt.edu) about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, [Laura.Fuller@unt.edu](mailto:Laura.Fuller@unt.edu).

Make **ONE** recital date request in roomview. Multiple requests will all be deleted and not processed. The Concert Scheduling office does not enter Recital information for students.

## **DIRECTIONS FOR ROOMVIEW:**

<https://calendar.music.unt.edu/>

- Select ROOMVIEW tab at top of calendar
- Select venue and date (use the control key to select more than one room to view)
- Click “REQUEST” on left side of screen
- Enter your University EUID and password
- Scroll to bottom of “Welcome to Roomview” page and agree to terms to continue
- First time users, complete the data sheet with your information, current clients, SAVE & CONTINUE
- Follow directions to submit a Recital Request

Type of Event Request: Click “Recital” – select recital type on pull down menu

Instrument – enter your instrument/voice

Title – Your Name and Senior Recital

Choose Building ... College of Music Building or (Main Auditorium for Organ recitals only)

All Categories...Performance

CHOOSE ROOM – select your venue - Recital Hall; Voertman Hall; MEIT (with approval from Composition Area); Main Auditorium or Kenton Hall (jazz students)

Enter: Date, Enter Time, Start Time and Exit Time

- You may enter the hall 30 minutes prior to your start time and must depart one hour after your start time.  
Exception: 8PM recitals may schedule a little longer since no recital follow that time
- Recital Start Times you may select from are:  
Monday-Friday – 5 pm, 6:30 pm, 8 pm  
Saturday & Sunday – 12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm

Check **Record box** if you want your recital event recorded by UNT Recording Services.

- Audio recordings for \$75 are available in the Recital Hall, Voertman Hall and Kenton Hall.
- You will receive an email with an invoice for payment due approximately one month prior to your recital date from UNT Recording Services.

**Piano Tuning:** If you want a piano tuned check the Piano Tuning box. **IMPORTANT:** You must select the piano to be tuned in the hall. Use the pull down menu that appears when you click the box.

## **SAVE YOUR REQUEST**

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your venue.

## **WHEN FINISHED CLICK “MAKE REQUEST”**

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.

**Dress Rehearsals:** May be booked when your recital date is approved and on the web calendar. Information regarding dress rehearsals will be sent to you by email after you make your request.

**Receptions:** Book two weeks in front of the date if requesting the Floyd Graham Green Room for a recital other than at 8 PM. Receptions may occur in the Graham Green Room if there is not a recital booked in the Recital Hall. Venues have a two week in front of a given date deadline for recitals. This will mean that unless your recital is early in the semester, chances are only the 8 PM recital will be able to book the Green Room for a reception. Other rooms can be used for receptions like MU293 and MU295.

# Off-Campus Degree Recitals

**Space is reserved with the venue you are using off-campus.**

## **Senior Recitals:**

- Follow the same guidelines as other degree recitals and choose the location as “off-campus” for their venue.
- Senior recital students opt out of the audio recording service provided for audio recording in on-campus COM venues.
- In the Roomview request enter the complete venue name and address.
- Standard recital times are preferred, but not required.
- Recitals must be scheduled to occur on or before the last day for a degree recital.
- After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

## **Graduate Recitals – DMA and MM:**

- Follow the same guidelines as other graduate degree recitals and choose the location as “off-campus” for their venue.
- Off-Campus recitals must be approved prior to booking in Roomview by the DMA - the Graduate Performance Degree Committee Chair  
GAC – the Director of Graduate Studies
- Recordings are required for DMA and MM recitals and the student must provide a quality recording to the Graduate Office for their degree record.
- In the Roomview request enter the complete venue name and address.
- Standard recital times are preferred, but not required.
- Recitals must be scheduled on or before the last day for a degree recital.
- After your request is processed you will receive instructions on how to proceed with approval. Your event will appear on the COM web calendar when final approval is received.

# Chamber Music Groups – MUCM class or a Chamber Music Center Group

## Regular weekly rehearsals/coaching session

Semester Requested \_\_\_\_\_

Your Name \_\_\_\_\_ Student EUID \_\_\_\_\_

**(You must be a client in Roomview to submit this form)**

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Chamber Music Group type** (circle one)    Woodwind    String    Brass    Piano

**REQUIRED** – Other group member’s names and their instrument (**PLEASE PRINT**)

Coach \_\_\_\_\_ Group member’s names and instruments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Allowable time you may request for recurring, weekly reservations:**

**1 hour for your weekly coaching session    1.5 hours for a weekly rehearsal**

**ROOM CHOICES:**

**Brass Chamber Groups** – MU 116 (woodwind room); MU132 (brass room); MU232 (orchestra room);  
MU258 & MA113 (large classrooms); MU297 after 5 PM weekdays

**Woodwind Chamber Groups** – MU116 (woodwind room); MU232 (orchestra room);  
MU258 & MA113 (large classrooms); MU297 (chamber room)

**Piano/Strings Chamber Groups** – MU116 (woodwind room); MU232 (orchestra hall),  
MU258 & MA113 (large classrooms), MU297 (chamber room)

**All Groups** - theory rooms (MU287-290) and third floor classrooms (MU320-322), if no classes or events are occurring nearby. There is a chart on the Welcome to Roomview page with availability of these rooms.

Indicate day/room choice below. **Give several possible times and mark your preferred choices by 1, 2, etc. Be sure to mark which is for your coaching session and which is for your rehearsal.**

**IF YOU FIND YOUR GROUP WILL NOT USE THIS TIME, RELEASE IT FOR OTHERS TO USE WITH LAURA FORD.**

Day of Week	Rank choices	Start Time	Exit Time	Room Preference	Coaching or rehearsal
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**Return this form to the Scheduling Office, Laura Fuller in MU247H for processing. Thanks!**

## Jazz Lab Band Sectionals

### Regular weekly rehearsals – 1.5 hour limit

Your Name \_\_\_\_\_ Student EUID \_\_\_\_\_  
 (You must be a client in Roomview to submit this form)

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Lab Band** (circle one) One Two Three Four Five Six Seven Eight Nine

**Instrument or Section:** \_\_\_\_\_

**ROOM CHOICES:**

**MU292 (jazz classroom); MU262 (jazz classroom); MU263 (Lab East)**

All Groups may request - theory rooms (MU287-290) and third floor classrooms (MU320-322), if no classes or events are occurring nearby. There is a chart on the Welcome to Roomview page with availability of these rooms.

**BE SURE THAT YOUR GROUP WILL USE THIS RESERVATION ON A REGULAR WEEKLY BASIS.**  
**IMPORTANT - If you find this time will not work, contact Laura Fuller to release the time for other students to use.**

Indicate day/room choice below:

Day of Week	Room Preference	Start Time	Exit Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

***Return this form to the Scheduling Office, Laura Fuller in MU247H for processing.***  
***Thanks!***



## Self-Produced Recording Sessions

★ Voertman Hall and Recital Hall ★ 5 hour time limit per semester ★

### **DO NOT USE THIS FORM IF . . .**

#### **You plan on using UNT Recording Services**

- Research available dates and contact recording services to see if they are available – [recordingservices@unt.edu](mailto:recordingservices@unt.edu) – subject line – recording scheduling request
- Once you hear from Recording Services then submit a Roomview reservation – date/time/hall at least 7 days in advance.
- Check the “Record” box & from the pull down menu “session – pay afterwards.”
- This automatically puts your session on their list and one of their staff will be there the day of your session.

#### **You are self-recording in a classroom (Orchestra Hall MU232, Choir Room MU230, etc.) – time is limited depending on the project**

- Submit a Roomview reservation as “Internal” then “Recording Session.” Do not check the “Record” box. **Write in the reason for the recording and submission deadline in the “additional information” line of the request.**

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#### **Instructions for scheduling a self-produced recording session in Voertman or Recital Hall**

- *Recording requests may be limited during our heavy recital months of Nov. & Apr.*
- *You may not book a recording session in a hall within two weeks of your recital.*

1. Complete this form and return to Concert Scheduling office, MU247H.
2. Submit a request in Roomview for your recording date(s). Choose “Internal” then “Recording Session.” Do not check the “Record” box.
3. You may not book between 3PM - 9 PM until two weeks in front of any date.
4. You may select a maximum of three sessions in the Recital Hall or Voertman that total 5 hours for the semester. This form is good for the current semester only.
5. You may not book recording sessions in a performance hall within two weeks of your recital.

Requesting students name: \_\_\_\_\_

Recording purpose(s): \_\_\_\_\_

Recording submission deadline(s): \_\_\_\_\_

Current academic year: \_\_\_\_\_ Semester (**check one**): Fall \_\_\_\_\_ Spring \_\_\_\_\_

**ONLY RETURN ONE FORM, PER STUDENT, PER SEMESTER**

-----**section below to be completed by your private lesson teacher**-----

Faculty last name: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print) (Required for approval)

Return completed form to Concert Scheduling Office - Laura Fuller, [laura.fuller@unt.edu](mailto:laura.fuller@unt.edu) 940-565-3707, MU 247H