



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

Revised 8/18/20

General use – meetings, rehearsals, receptions, recording sessions, etc.

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Who can book a classroom, meeting space 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 under additional information in your request)

Regular weekly rehearsal/coaching may be booked for:

- MUCM 3510/5510 classical chamber music groups*
- Center for Chamber Music ensemble*
- MUCM 3550 jazz chamber groups *
- Lab Band and jazz ensemble sectionals*

*Request Form Required

Meetings

- Student music organizations – **virtual meetings only for Fall '20**
- Music fraternal organizations – **virtual meetings only for Fall '20**
- Class oriented meetings – review sessions
- Defense and oral exams

No Reservations are accepted for

Solo rehearsals or rehearsals with your accompanist unless prior to your recital, limit 2.

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 you are on their access list contained in the Copy Room

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

Using COVID capacity limits and social distancing

- No reservations are made in Roomview
- Bring your student ID to the Copy Room, MU291
- You may use any room they have open for up to 1.5 hours for any type of practice

IMPORTANT REQUIREMENTS FOR FALL 2020 -

- Piano use
 - wash your hands prior to touching keys and after use. If cleaning supplies are present wipe down the keys when you are done.
- Your reservations
 - may not begin until 30 minutes after a class, rehearsal or meeting has ended in any space
 - must end 30 minutes before a class, rehearsal or meeting starts in any space
- Include in the “additional information” section of your request before submitting
 - number of players
 - instruments used

Requests that do not follow these guidelines will be denied.

Rehearsal & Meeting Rooms Available to Select: (1.5-hour max.)

COVID Capacity and social distancing requirements in red below

Theory and third floor classrooms are available if there are no classes in a room nearby, either next door or across the hall.

All classrooms must be reset to their classroom set up when done. All spaces have pianos unless notated otherwise.

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

Meetings – 11 student limit in MU287/289; 12 limit in MU28/289 - 6 ft. spacing (masks required)

Rehearsals – Quintet or lower – 6 ft. spacing strings/keyboard/perc/harp/guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

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

Meetings – MU321 - 15 student limit - 6 ft. spacing (masks required)

Rehearsals – MU 321 - Quintet or lower - 6 ft. spacing strings/keyboard/ perc/harp/guitar (masks required); 9 ft. spacing woodwinds/ brass/voice (voice mask required & other instruments when not rehearsing)

Meetings - MU 320 & 322 – MU320 - 6 student limit; MU 322 – 11 student limit - 6 ft. spacing (masks required)

Rehearsals MU 320 & 322 – Quintet and lower - 6 ft. spacing strings/ keyboard/ perc/harp/guitar (masks required); MU 322 only - 9 ft. spacing woodwinds/brass/ voice (voice mask required & other instruments when not rehearsing)

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

Meetings – 10 student limit - 6 ft. spacing (masks required)

Rehearsals – Quintet or lower – 6 ft. spacing keyboard/strings/perc/harp/ guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

MU 132 (Brass Classroom with piano)

Meetings – 13 student limit - 6 ft. spacing (masks required)

Rehearsals – Quintet or lower - 6 ft. spacing strings/keyboard/perc/harp/guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

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

Meetings – 35 student limit – 6 ft. spacing (masks required)

Rehearsals – 35 student limit – front row (floor) 8 student limit; 2nd row 10 student limit; 3rd row 8 student limit, 4th row 9 student limit all - 6 ft. spacing (masks required)

If rehearsal has voice, woodwind or brass – front row (floor) 5 student limit, middle row (floor) 7 student limit, back row (riser) 6 student limit - 9 ft. spacing (voice mask required & other instruments when not rehearsing)

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

Meetings – 37 student limit – 6 ft. spacing (masks required)

Rehearsals – Quintet or lower - 6 ft. spacing keyboard/strings/perc/ harp/guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

(Larger group requests contact Laura.Fuller @unt.edu)

MU 258 (Large Classroom with piano) – *reset to classroom set up when done*

Meetings – 38 student limit – 6 ft. spacing (masks required)

Rehearsals – Quintet or lower - 6 ft. spacing keyboard/strings/perc/ harp/guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

(Larger group rehearsal requests contact Laura.Fuller@unt.edu)

MA 113 (Large Classroom with piano) – *reset to classroom set up when done*

Meetings – 38 student limit – 6ft. spacing (masks required)

Rehearsals - Quintet or lower – 6 ft. spacing keyboard/strings/perc/ harp/guitar (masks required); 9 ft. spacing woodwinds/brass or voice (voice mask required & other instruments when not rehearsing)

(Larger group rehearsal requests contact Laura.Fuller@unt.edu)

MU 297 (Chamber Music Studies/Center) –

Rehearsals – Quartet and lower: 6 ft. spacing keyboard/strings/perc/harp/guitar (masks required); Trios and lower – 9 ft. spacing woodwinds/brass or voice are included in ensemble, no piano. Brass and Voice only after 5 PM weekday (voice mask required & other instruments when not performing)

Bain 112 & 113 (Chamber Music Room) -

Rehearsals - Quartet and lower: 6 ft. spacing keyboard/strings/perc/harp/guitar (masks required); Duo – 9 ft. spacing brass/woodwinds (voice mask required & other instruments when not performing)

Music Annex (MA) 107 (Chamber Music Room) –

Rehearsals - Quintet and lower - 6ft., 9ft. & 12 ft. spacing keyboard/strings/perc/ harp/guitar (masks required); brass/woodwinds/voice (voice mask required & other instruments when not performing)

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

Meetings: MU 262 – 20 student limit, 6 ft. spacing (masks required)

MU 263 – 14 student limit, 6 ft. spacing (masks required)

MU 292 – 8 student limit, 6 ft. spacing (masks required)

Rehearsals - MU 262 – 15 student limit with 9 ft. spacing; 4 with 12 ft.

MU 263 (Lab East) – 9 student limit with 9 ft. spacing; 3 with 12 ft.

MU 292 – 4 student limit with 9 ft. spacing

Voice mask required & non-woodwind, brass when not performing.

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

Rehearsals – 10 student limit – 6 ft. spacing (masks required)

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

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

MU 293 – **not available to book Fall 2020**

MU 295 – **4 student limit – 6 ft. spacing (masks required at all times)**

MU 250 – **7 student limit – 6 ft. spacing (masks required at all times)**

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

Graduate Exam Rooms:

Oral Exams, Dissertation Defense, Graduate Exams:

Floyd Graham Green Room; ~~MU293~~ or MU295

Green Room – **10 student limit – 6 ft. spacing (masks required) – currently storage**

MU 293 – **not available to book Fall 2020**

MU 295 – **4 student limit – 6 ft. spacing (masks required)**

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

Reception Rooms: no receptions will be given for events during Fall 2020

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.

For Fall 20 check each space in Roomview. You may not request when a class is nearby in a theory or third floor classroom that could be disturbed.

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.

COVID RESTRICTIONS –

RECITAL START TIME ADJUSTMENTS FOR FALL 2020

Request these times if there is at least 40 minutes of un-booked time in front of the enter time you want to use.

Weekdays –

enter 4 PM - start **4:30 PM** - end/exit 5:30 PM

enter 6:10 PM - start **6:30 PM** - end/exit 7:30 PM

enter 8:10 PM - start **8:30 PM** - end/exit 9:30 PM or later since last slot

Weekends

enter 12 PM - start **12:30 PM** - end/exit 1:30 PM

enter 2:10 PM - start **2:30 PM** - end/exit 3:30 PM

enter 4:10 PM - start **4:30 PM** - end/exit 5:30 PM

enter 6:10 PM - start **6:30 PM** - end/exit 7:30 PM

enter 8:10 PM - start **8:30 PM** - end/exit 9:30 PM or later since last slot

Percussion and harp will have 10 minutes added to their entry time for bringing in and setting up their larger or multiple instruments.

IMPORTANT -

Roomview only has 15 minute time intervals to choose from so follow this example when entering times in your Roomview request if not a 12 PM entry or 4 PM entry.

Example: A 2:30 PM recital - select 2:15 PM for your enter time, because you cannot choose 2:10 PM, which would be the 20 minutes allowed to enter the hall.

I will write in the 2:10 PM time in your approved request confirmation that I send to you.

RECORDING SESSIONS – revised 8/18/20

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 a total of 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 on the Students tab at the top of the COM website.

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 9:45 PM.

Recording Sessions by UNT Recording Services are also limited to 5 hrs. of total time 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.”

Self-Recording in classrooms may be limited in time as well and the students are required to put the purpose of the recording and the submission filing deadline in the description of their Roomview request.

Further information about services provided by Recording Services is located on their website at 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 follow directions on page 23 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 VH. This is at the discretion of the guitar faculty.
 - ~~3. Junior recitals are not automatically recorded. Students request and pay for this service. Due to audience restrictions these will be recorded free in Fall 2020.~~
- ❖ 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:~~ **Not Offered in Fall 2020**

- ~~○ 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:

- Cancelled Sp'20 – DMA & GAC – June 24
- DMA – July 1
- MM, GAC and Senior – July 8
- Junior – July 15
- ~~Non-Degree – July 22 – not offered~~

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

- 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, Lab West (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.
- **Choir Room use for recitals is still pending.** Updates will be made available when known.

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

ORGAN RECITALS – revised 8/18/20

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

Weekdays – 4:30 PM, 6:30 PM or 8:30 PM

Weekends – 12:30 PM, 2:30 PM, 4:30 PM, 6:30 PM or 8:30 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 – Event Coordinator, Murchison Performing Arts Center

Laura.Fuller@unt.edu – Concert Scheduling Office, College of Music.

DMA RECITALS – (revised 8/13/20 changes to recital times pg.2)

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 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.

Lab West – has computer and audio cabinet and podium.

Piano – Steinway Concert Grand

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 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 about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, 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 – COVID RESTRICTION TIME CHANGES FA'20

- You may enter the hall ~~30~~ **20** minutes prior to your start time and must depart one hour after your start time.
Exception: 8:30 pm 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~~ **4:30 pm, 6:30 pm, 8:30 pm**
Saturday & Sunday – ~~12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm~~ **12:30 pm, 2:30 pm, 4:30 pm, 6:30 pm, 8:30 pm**

Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for this degree recital service for audio recording.

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.

MM RECITALS – (revised 8/13/20 changes to recital times pg.2)

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.

Lab West – has computer and audio cabinet and podium.

Piano – Steinway Concert Grand

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 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 about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, 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 – COVID RESTRICTION TIME CHANGES FA'20

- You may enter the hall ~~30~~ **20** minutes prior to your start time and must depart one hour after your start time.
Exception: 8:30 pm 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~~ **4:30 pm, 6:30 pm, 8:30 pm**
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Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for this degree recital service for audio recording.

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.

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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 – (revised 8/13/20 changes to recital times pg.2)

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.

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;

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.

Lab West – has computer and audio cabinet and podium.

Piano – Steinway Concert Grand

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 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 about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, 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 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 – COVID RESTRICTION TIME CHANGES FA'20

- You may enter the hall ~~30~~ **20** minutes prior to your start time and must depart one hour after your start time.
Exception: 8:30 pm 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~~ **4:30 pm, 6:30 pm, 8:30 pm**
Saturday & Sunday – ~~12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm~~ **12:30 pm, 2:30 pm, 4:30 pm, 6:30 pm, 8:30 pm**

Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for this degree recital service for audio recording.

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.

SENIOR RECITALS – (revised 8/13/20 changes to recital times pg.2)

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. 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 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.

Lab West – has computer and audio cabinet and podium.

Piano – Steinway Concert Grand

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 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 about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, 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 – COVID RESTRICTION TIME CHANGES FA'20

- You may enter the hall ~~30~~ **20** minutes prior to your start time and must depart one hour after your start time.
Exception: 8:30 pm 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~~ **4:30 pm, 6:30 pm, 8:30 pm**
Saturday & Sunday – ~~12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm~~ **12:30 pm, 2:30 pm, 4:30 pm, 6:30 pm, 8:30 pm**

Check **Record box** and choose 0.00 Student Degree Recital

- There is no fee for this degree recital service for audio recording.

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 – (revised 8/13/20 changes to recital times pg.2)

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 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.

Lab West – has computer and audio cabinet and podium.

Piano – Steinway Concert Grand

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 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 about availability and book the date. Next email me to complete the process in Roomview and receive further instructions, 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 – COVID RESTRICTION TIME CHANGES FA'20

- You may enter the hall ~~30~~ **20** minutes prior to your start time and must depart one hour after your start time.
Exception: 8:30 pm 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~~ **4:30 pm, 6:30 pm, 8:30 pm**
Saturday & Sunday – ~~12:30 pm, 2 pm, 3:30 pm, 5 pm, 6:30 pm, 8 pm~~ **12:30 pm, 2:30 pm, 4:30 pm, 6:30 pm, 8:30 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. Contact recording services to make payment.~~

Check **Record box** and choose 0.00 Student Degree Recital (**due to no audience rule you event will be audio recorded**)

- There is no fee for this degree recital service for audio recording.

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.