

New England Conservatory of Music Venue Operations Handbook: Scheduling, Production & Performance Services College Division

INTRODUCTION

The Scheduling Office manages the schedule for all events taking place at New England Conservatory (NEC). Scheduling needs are balanced between the student body in the College and Expanded Education, the faculty, the administration, all conservatory departments, and the rental of our spaces by external organizations. In coordination with the conservatory's production teams, the Scheduling Office endeavors to support equitable access to all spaces as per the policies and regulations outlined in this handbook.

Reservations for performance halls can be requested by students, faculty, and/or staff for the following uses only:

- NEC large ensemble performances and rehearsals
- Studio Classes
- Audio/video recording sessions
- Meetings for NEC curricular and/or performance activities

Reservations for classrooms and practice rooms can be requested by students, faculty, and/or staff for the following uses only:

- Lessons and coachings
- Rehearsals
- Self-recording sessions

Please note that any use outside of these purposes is subject to approval by the Scheduling Office. In addition, use of facilities and services may be subject to fees.

All reservation requests are subject to availability.

CONTACT INFORMATION:

Production Inquiries:

Production@necmusic.edu

Rental Inquiries:

Rentals@necmusic.edu

Sarah Goodman:

Director for Performance and Venue Operations

Sarah.goodman@necmusic.edu

617-585-1335

Molly Knight:

Scheduling and Events Coordinator

Mk2712@necmusic.edu

617-585-1158

Production Services:

Bob Winters

Director of Performance Production Services
Bob.Winters@necmusic.edu
617-585-1263

Instrument Library:

Kyle Wendling
Instrument Librarian
Instrumentlibrary@necmusic.edu
617-585-1265

Grace Sexton:

Assistant Director of Patron Services
Grace.sexton@necmusic.edu
617-585-1142

Piano Services:

Jeff Platz
Administrative Director of Piano Services
Jeff.Platz@necmusic.edu
617-585-1272

Recording & Performance Technology Services (RPTS):

Lisa Nigris
Director of RPTS
Lisa.Nigris@necmusic.edu or
RPTS@necmusic.edu
617-585-1275

COLLEGE FACULTY

TEACHING SPACE RESERVATIONS

- Current NEC college faculty may reserve practice rooms or large classrooms for lessons or coaching sessions with current NEC students, pending availability. Priority will be given to faculty without private studios.

STUDIO CLASS & RECITAL RESERVATIONS

Studio Class:

- Current NEC college faculty may reserve Studio Classes for their current studio once per week, up to three (3) hours.
 - Classrooms include JH114, JH124, JH324, SBG01, or any 3rd-floor Saint Botolph classrooms.
- Studio Classes may be permitted in performance halls, pending availability, after all student degree-required recitals (and associated dress rehearsals) are confirmed.
- Studio classes may not take place in performance halls during the last three weeks of November, due to an increase in student recordings taking place in that timeframe.
- The studio class booking time is inclusive of all setup and strike needs. Effort will be made to leave a short amount of time on either side of the booking but during peak hall usage, bookings may run back-to-back and it is expected that all will adhere tightly to their assigned time.

Studio Recital:

- Current NEC college faculty may reserve a studio recital in a performance hall **once** per semester, up to two (2) hours per reservation.
 - Studio recital requests must be made a minimum of three (3) weeks in advance, and may be reserved up to two (2) months in advance.
 - Pending availability, studio recitals are entitled to (1) hour of dress rehearsal time.
 - Performance halls include Williams Hall, Brown Hall, Keller Room, Burnes Hall, Eben Jordan, or Pierce Hall. Jordan Hall is not available for studio recitals.
 - Production and RPTS support services are not available for studio recitals. [Self-run recording and streaming equipment](#) may be used.
 - Front of house staff is not available for studio recitals. Faculty members are encouraged to ask students in other studios for volunteer support. [A best practices checklist can be found here for student volunteers.](#)
 - Printed programs are at the discretion of the faculty member.

DEPARTMENTAL EVENTS

- With the approval of the department chair, departmental event dates may be requested starting in March/April for the following academic year. Dates are assigned on a first-come, first-served basis, and will not be assigned until all academic classes and Large Ensemble concert performances are scheduled in performance halls.
- Performance halls available for department events are Brown Hall, Williams Hall, Pierce Hall, Keller Room, Burnes Hall, and Eben Jordan.
- Any exceptions to the above must be approved by the Chief Artistic Officer.
- Departmental events that conflict with large ensemble performances or any conservatory-sponsored event of the same instrument and type may not be scheduled.

- [Amplification services](#) must be requested at least a month in advance of a performance. A sound check will be scheduled for the day of the event.

FACULTY RECITALS AND PERFORMANCES

NEC considers faculty recitals to be a defining element in the rich performance life of NEC and an essential opportunity for NEC's artists to share their musical voice and vision with students, colleagues, and the extended NEC community. Although portions of any recital may be curated by and may feature the work of other artists in support and collaboration, the central focus of each recital must be the faculty members themselves and the departments and programs they represent.

Recital Venues: Faculty recitals may be scheduled in the following venues (subject to availability):

- Full-time or part-time benefits eligible performance faculty, or those part-time performance faculty who teach the equivalent of 5 or more major full-studio students (i.e., major lessons, chamber music, small ensemble, coaching, etc.) per semester:
 - Jordan Hall, Brown Hall, Williams Hall, Pierce Hall, Keller Room, Burnes Hall, or Eben Jordan.
- Faculty or part-time performance faculty who don't meet the above requirements:
 - Brown Hall, Williams Hall, Pierce Hall, Keller Room, Burnes Hall, or Eben Jordan.

Eligibility: Faculty who are not eligible for a faculty recital per the guidelines in above shall have the option of scheduling a recital as a rental event and shall be afforded a 20% discount off of the rental fee. All labor and event services provided (inclusive of piano tunings), shall be billed at full cost.

Recital Booking Timeline: Faculty recital dates may be requested during the Spring semester of the preceding academic year. Information regarding this process will be provided via email during the Spring semester of the preceding academic year.

- Up to two (2) hours (including intermission) of hall time is reserved for faculty recitals.

Dress Rehearsals: Faculty will receive up to two (2) hours of dress rehearsal time, subject to hall availability.

Support for Faculty Recitals: All eligible faculty recitals will receive the following support services:

- a. Ushering and production staff for Jordan Hall recitals only. A Recital Manager will be assigned to all eligible faculty recitals taking place in all other halls, however no FOH support will be provided for other halls.
- b. For recitals in other performance halls, faculty members are encouraged to ask students for volunteer support. [A best practices checklist can be found here for student volunteers.](#)
- c. Use of pianos as available in the chosen performance venue, with one tuning provided.

- d. Audio/single camera Video recording and streaming by NEC's Recording and Performance Technology Services (RPTS).
 - i. Amplification services must be requested at least a month in advance of a performance. A sound check will be scheduled for the day of the event starting at 4pm. PA setup will occur between 2pm and 4pm, so please select a date with the necessary hall availability.
- e. Use of harpsichord and organ is subject to availability. Harpsichord is only available in Jordan Hall, Brown Hall, Williams Hall, Pierce Hall, and Burnes Hall. Please indicate the tuning pitch and temperament required on your completed [Production Form](#).
- f. NEC-produced digital program -- please see pages 16-17 for detailed information.
- g. PR/Marketing:
 - Website listing: All faculty recitals will be added to the *Calendar of Events* on NEC's website. Text, photo, and video submissions are encouraged and should be submitted to marketingadmin@necmusic.edu once the recital date is confirmed.
 - Digital display: All faculty who have provided program information to Sally Millar (sally.millar@necmusic.edu) will have their recital advertised on the digital display located in the hallway outside Jordan Hall and the Student Life and Performance Center.

5. Production Form: A completed [Production Form](#) including stage diagrams, piano/harpsichord/organ usage, and audio/visual requirements for each work on your program must be submitted to Production staff **at least one month in advance**.

6. Rescheduling or cancellations: Rescheduling of any canceled events will be made on a case by case basis and is subject to venue and staff availability. Please contact Molly Knight directly for all rescheduling requests.

GUEST ARTIST MASTER CLASSES AND LECTURES

- To book a guest master class and/or lecture, current NEC college faculty must reach out to their department chair regarding booking a large classroom or performance hall for this event.
- All details of the event, including programs and budgeting, will be coordinated by the department administrator.
- RPTS support services (recording, streaming, or amplification) are generally not available for masterclasses and lectures occurring outside of Jordan Hall.
- Unless indicated otherwise, guest artist events are not open to the public.

RECORDING EQUIPMENT IN PERFORMANCE HALLS

NEC is pleased to offer the use of self-run audio/video recording equipment in all concert halls except for Jordan Hall. Please contact RPTS directly at (617) 585-1275 or RPTS@necmusic.edu **at least (3) weeks in advance** to arrange for training on these systems. [Instructions](#) to all systems may also be found on the NEC website. Intended use of the system must be noted when scheduling the event.

The fees noted below are for hall rentals only. Additional fees for recording services may apply.

FULL-TIME FACULTY

- Full-time and part-time, benefits eligible NEC college faculty may reserve a performance hall for recording sessions at no charge for up to 18 hours, as available, during a single fiscal year (July 1 - June 30).
- For each hour over 18 hours in a single fiscal year, full-time and part-time, benefits eligible NEC college faculty are charged per the fee table below.
- The allotment of 18 hours per faculty member per fiscal year is inclusive of technical set up and tear down time. This applies regardless of whether or not the faculty member is using NEC's in-house audio services (RPTS) or an external audio engineer.
- Full-time and part-time, benefits eligible faculty may make recording reservations up to three (3) months in advance.
- Unconfirmed reservations for recording sessions will be held for a maximum of seven (7) days. After seven (7) days, holds will be released.
- Faculty may provide their own audio engineers for recording sessions (all halls) or use NEC's RPTS engineers (Jordan Hall and Eben Jordan Ensemble Room only). External engineers will not have access to NEC control rooms or gear.
- Unused recording hours will not be carried over between fiscal years, or reallocated for other purposes.
- The booking time is inclusive of all setup and strike needs. Effort will be made to leave a short amount of time on either side of the booking but during peak hall usage, bookings may run back-to-back and it is expected that all will adhere tightly to their assigned time.

PART-TIME FACULTY

- Part-time (non-benefits eligible) faculty and staff may rent a performance hall for self recording sessions at the discounted rate of **(see table below)** for up to 18 hours during a single fiscal year (July 1 - June 30), if available.
- For each hour over 18 hours in a single fiscal year, part-time faculty will be charged the published public rate for hall rental.
- The allotment of 18 hours per faculty member per fiscal year is inclusive of technical setup and tear down time. This applies regardless of whether or not the faculty member is using NEC's in-house audio services (RPTS) or an external engineer.
- Part-time faculty may make recording reservations up to three (3) months in advance.
- Unconfirmed reservations for recording sessions will be held for a maximum of seven (7) days. After seven (7) days, holds will be released.
- Unused recording hours cannot be carried over between fiscal years, or reallocated for other purposes.
- The booking time is inclusive of all setup and strike needs. Effort will be made to leave a short amount of time on either side of the booking but during peak hall usage, bookings may run back-to-back and it is expected that all will adhere tightly to their assigned time.

Discounted Faculty Hall Rental Rates for recording sessions are as follows:

Hall	Rate
Jordan Hall	\$120.00/hour
Brown Hall	\$100.00/hour
Williams Hall	\$100.00/hour
Burnes Hall	\$100.00/hour
Eben Jordan	\$80.00/hour
Pierce Hall	\$75.00/hour
Keller Room	\$75.00/hour

Piano Services for Recording Sessions:

- There is a \$145 piano tuning fee for all recording sessions using a piano.
- Extended techniques and preparations: Artists who wish to utilize piano preparations for their recording sessions must request the use of the NEC concert piano specially designated for this purpose. Please see page 17-18 for additional information.
- Additional services such as a Piano Technician attendance, extra tuning, or other personnel requirements will be charged at the current fiscal year rates.

IMPORTANT NOTE: Costs for production staff overtime, recording staff overtime, additional piano tunings, and other incremental charges for sessions that occur outside of the normal business hours or on NEC holidays, or for sessions that require unusual support, will be billed at published overtime rates for these services then in effect.

NEC Faculty members have access to use of NEC percussion and other auxiliary instruments at no charge, pending availability. Please contact NEC Instrument Library to confirm availability.

RPTS STAFFED RECORDING SESSIONS IN JORDAN HALL AND EBEN JORDAN ENSEMBLE ROOM

Please contact RPTS directly (RPTS@necmusic.edu) for rates and availability for sessions in the Eben Jordan Ensemble Room. Jordan Hall scheduling must be done through the scheduling office.

USE OF PRACTICE ROOMS

- Full and part-time non benefits eligible faculty are able to reserve a practice room for up to 8 hours a semester, as available, at no charge.
- NEC Staff are able to reserve a practice room at a rate of \$30/hour, subject to availability. Please contact Molly Knight at mk2712@necmusic.edu a minimum of 3 business days in advance.

STUDENTS

REHEARSAL/ENSEMBLE ROOM RESERVATIONS

Current-enrolled NEC college students with a valid NEC ID are permitted to reserve designated spaces for group rehearsals, chamber music and small ensemble coaching sessions, and/or rehearsals requiring specific equipment. Reservations must be made for rehearsals that correspond with NEC performances or academic requirements. ***Students may not reserve spaces for teaching students of their own, or for use with external groups or performers.***

Priority Rooms at NEC:

- **Piano Priority Rooms**
 - Piano Priority rooms are reserved for piano majors (Classical, Jazz, and CMA), unless a reservation is made specifically for their use.
- **Jazz and CMA Ensembles Rooms:**
 - Rooms that have a piano, drum set, PA system, and amplifiers available are designated priority rooms for Jazz and CMA students or those needing access to a drum set and/or amplifiers for rehearsals only.
 - Students may only reserve these rooms when this equipment is expressly required.
 - Jazz and CMA ensemble students may ***only*** reserve these rooms to prepare for an NEC event.
- **Composition Students & Rehearsals:**
 - Composition students may book piano priority, jazz, and CMA rooms for readings or rehearsals in preparation for composition department concerts.

STUDENT RECITALS

Student recitals are an essential part of every student's experience at the New England Conservatory. They represent the culmination of work for each degree/diploma program as well as the management of non-musical responsibilities that come with planning a recital.

Graduating students may present one (1) recital per academic year.

Individual departments within NEC may have additional or specific recital requirements. Students are advised to consult with their department chair or administrator for specific departmental procedures and guidelines before scheduling their recital.

DEGREE REQUIRED RECITALS:

A degree required recital is any recital that must be presented in fulfillment of graduation requirements. Degree required recitals must be no more than 90 minutes in length (including intermission). For further details on required recital guidelines for your specific degree, please contact your academic advisor.

1. **Recital Venues & Time Slots:** Degree required recitals may be scheduled in any of the following venues during the designated time slots (subject to availability):
 - [Performance halls](#): Jordan Hall (artist diploma candidates only), Brown Hall, Williams Hall, Pierce Hall, Keller Room, Burnes Hall, Black Box Theater, and Eben Jordan.

- Recital time slots:
 - Sunday, 12pm, 4pm, 8pm
 - Monday, Tuesday, Wednesday, Thursday, Saturday, 8pm
 - Friday, 8:30pm
- With permission from a student's faculty member and department Administrative Director, degree required recitals may also be held at off-campus venues. Details for this are outlined below.

2. Recital Booking Timeline:

STEP 1:

Students must register for their recital with their academic advisor and the registrar's office. Please reference the [NEC Website](#) for the registration timeline. Recitals are scheduled on a first come, first serve basis.

STEP 2:

Review the dates on the [Student Recital Availability Calendar](#). If a date does not show any specific times and performance halls, then recitals are not available on that date. IMPORTANT: It is the responsibility of the student to coordinate recital date requests with their studio teacher's availability. Recital dates should not be requested until teacher availability is confirmed.

STEP 3:

Complete the Student Recital Request Form to request recital dates, times, and locations. Please allow 10 Business Days for your reservation request to be processed. Your recital date, time, and location are not finalized until you receive a confirmation email from the Scheduling Office.

STEP 4:

Once your recital has been confirmed by the Scheduling Office, please fill out an [NEC Production Form](#).

- Complete a Production Form a minimum of 1 month prior to your recital.
- Services are not confirmed until you have received confirmation from NEC production staff.

Recital dress rehearsals: Dress rehearsals will be scheduled only after all the steps listed above are completed. Dress rehearsals are limited to 60 minutes total and subject to venue availability. Dress rehearsals must be requested a minimum of 2 weeks in advance.

STEP 5:

Before your recital, don't forget to reach out to your "buddy" to assist with stage changes and production support. NEC stage managers will not be assigned to student recitals.

3. **Support for On-Campus Degree Required Recitals:** All degree required recitals will receive the following support services:
- a. Use of pianos as available in the chosen performance venue.
 - b. Recording and Performance Technology Services (RPTS) will provide an [A/V capture plus streaming service](#) for degree required recitals at no charge.
 - i. Please consider the following technological options when selecting a recital hall:
 - 1. Amplification is available in: Brown Hall, Williams Hall, Pierce Hall, Eben Jordan, Burnes Hall, and the Black Box.
 - 2. Projection is available in: Brown Hall, Keller Room, Pierce Hall, Eben Jordan, and the Black Box. The recitalist is responsible for running this gear. Please contact RPTS at least one (1) week prior to the recital to arrange for system training. (Please consult the [venue info](#) for projection considerations in Brown Hall, Pierce Hall, and Keller Room.)
 - ii. Amplification can be provided for a fee. Pricing and services information can be found [here](#). All students indicating amplification needs on their recital request form will be contacted once the recital date has been confirmed. If you do not indicate that need on your form, contact RPTS as early as possible to see if support is available.
 - iii. If a PA is requested, complete stage diagrams must be provided no less than two (2) business days prior to your recital. Coverage of late requests is subject to staff availability.
 - iv. If a student would prefer not to pay for amplification support, RPTS has a small number of [self--run Portable PA systems](#) (PPAs) that may be checked out for 1 dress rehearsal and the recital. Inventory is limited and availability is not guaranteed. Please contact RPTS for details.
 - c. Live streaming service is available in all performance halls. Students wishing to opt out of live streaming service must notify RPTS and the Marketing department two weeks ahead of their recital date.
 - d. NEC-Produced printed programs -- please see pages 16-17 for information.
 - e. Instrument library services available -- please see pages 18 for information
 - f. Use of Harpsichord and organ, subject to availability:
 - i. Harpsichord is available in Jordan Hall (AD students only), Brown Hall, Williams Hall, Pierce Hall, and Burnes Hall. Please indicate the tuning pitch and temperament required on your completed [Production Form](#).
 - ii. Organ is only available in Brown and Williams Halls.
 - g. PR/Marketing:
 - i. Website listing: All student recitals are automatically added to the *Calendar of Events* on NEC's website. Text, photo, and video submissions are encouraged and should be submitted to sally.millar@necmusic.edu.
 - ii. Posters: Students may post recital fliers, posters, and announcements on bulletin boards around campus. Please note that there are several bulletin boards that are designated for specific halls or departments. Any materials in non-designated areas will be removed.

4. Rescheduling, Cancellations, or Postponements:

- a. Recitals may be canceled or rescheduled due to illness, injury, health or family emergency, or other extenuating circumstances.
- b. Insufficient preparation prior to the scheduled recital date or private instructor conflicts are not grounds for an authorized cancellation or rescheduling.
- c. To cancel a recital, you must first contact Molly Knight at mk2712@necmusic.edu. Once they have approved your cancellation you must then contact the registrar's office at collegeregistrar@necmusic.edu to confirm your cancellation.

5. Off-Campus Degree Recitals: With permission from a student's faculty member and department chair, required degree recitals may sometimes be held at off-campus venues.

- a. For off-campus degree required recitals, students are required to secure written approval from their departmental chair and private instructor confirming that the chosen off-campus venue is suitable and necessary.
- b. Off-campus recitals will receive NEC-digitally produced programs. Please see pages 16-17 for detailed information.
- c. Off-campus recitals will not receive usher/crew, instrument, piano/harpsichord tuning, or recording/streaming/amplification support from NEC.
 - i. Music stands and certain percussion instruments can be made available for off-campus recitals. The moving of any NEC equipment needs to be arranged 1 month prior with the Instrument Librarian and Director of Performance Production. Any fee associated with moving equipment to an off-campus location is the responsibility of the recitalist.

PROMO RECITALS (a.k.a. HALF RECITALS)

Promo Recitals (also known as Half Recitals) are required for all first-year Graduate Diploma students. These recitals are one (1) hour in length and are subject to specific scheduling policies, as follows:

1. Recital Venues & Time Slots: Promo recitals may be scheduled in any of the following campus venues and time slots (subject to availability):

- a. Performance halls: Pierce Hall, Keller Room

2. Promo Recital Booking Timeline:

- a. Promo recitals must be booked in the same semester as the recital date.
- b. Students must obtain approval from their studio teacher(s) for all promo recital dates.
- c. Students may request a promotional (half) recital by following the same steps listed above for degree-required recitals.

3. Dress Rehearsals: Students will receive one (1) hour of dress rehearsal time, pending availability.

4. Support for Promo Recitals: Promo recitals will receive the following support services:

- a. Use of pianos available in the chosen performance venue.
- b. NEC-Produced digital programs -- please see pages 16-17 for additional details.

- c. Instrument library services available – please see page 18 for information.
- d. Use of Harpsichord and organ, subject to availability:
 - i. For Promo recitals, harpsichord is available in Pierce Hall. Please indicate the tuning pitch and temperament required on your completed [Production Form](#).
- e. RPTS recording and/or amplification services are not available but the use of the self-record/stream systems and reserving of a PPA if necessary, is encouraged.
- f. PR/Marketing:
 - i. Website listing: All student recitals are automatically added to the *Calendar of Events* on NEC's website. Text, photo, and video submissions are encouraged and should be submitted to sally.millar@necmusic.edu.
 - ii. Posters: Students may post recital fliers, posters, and announcements on bulletin boards around campus. Please note that there are several bulletin boards that are designated for specific halls or departments. Any materials in non-designated areas will be removed.

UNSTAFFED RECORDING SESSIONS IN PERFORMANCE HALLS

To facilitate students' applications to summer festivals, program auditions, and competitions, current NEC students may reserve performance halls to complete recording sessions.

- Performance halls available for recording sessions: Brown Hall, Williams Hall, Keller Room, Pierce Hall, Eben Jordan, or Burnes Hall.
- Recording requests may not be made more than 3 weeks in advance.
- Students are allotted four (4) hours per semester in the above halls including set up and tear down of recording equipment and instruments. Percussionists are allotted six (6) hours per semester to accommodate for their larger setup and tear down needs.
- Recording hours may not be traded between students, and any unused recording hours do not carry over between semesters or academic years.
- The reservation of a hall does not include recording services (engineers or equipment).
- Students may bring their own audio equipment and/or engineers for recording sessions or use NEC's self-run recording equipment installed in most halls. Outside engineers will not have access to NEC control rooms or gear. Please contact RPTS directly at (617) 585-1275 or RPTS@necmusic.edu to arrange for training on the self-run systems. Training must occur in advance.
- The booking time is inclusive of all setup and strike needs. Effort will be made to leave a short amount of time on either side of the booking but during peak hall usage, bookings may run back-to-back and it is expected that all will adhere tightly to their assigned time.

RPTS STAFFED RECORDING SESSIONS IN EBEN JORDAN ENSEMBLE ROOM

Please contact RPTS directly (RPTS@necmusic.edu) if you have any questions. General information and rates may be found [here](#).

STUDENT CLUBS AND ORGANIZATION CONCERTS

The use of NEC facilities will be made available to student clubs and organizations, subject to availability. All requests should be submitted to Molly Knight at mk2712@necmusic.edu.

- Requests for facility usage must be made a minimum of one (1) month prior to the desired event date for consideration.
- Student organizations will designate one member as the group's administrative liaison for the academic year. This individual will be responsible for communicating the group's inquiries and requests to various offices, as necessary.
- Concerts must occur in one of these NEC concert halls: Keller, Williams, Pierce, Burnes, Eben Jordan, Brown, and run no more than two (2) hours in length (including intermission).

Dress Rehearsals: Students will be able to reserve a dress rehearsal time of 1 hour, pending availability of the selected space.

- **Support for Student Clubs and Organizations:**
 - a. Use of pianos as available in the chosen performance venue.
 - b. Advance set up of chairs, piano(s), and/or large percussion equipment prior to the recital.
 - c. Use of [check-out equipment](#) and/or the [self-service technology](#) available in selected Halls is encouraged. RPTS recording and/or amplification services are not available.
 - d. Instrument Library services available – please see pages 18 for information.
 - e. Use of harpsichord, subject to availability:

Harpsichord is available in Brown Hall, Williams Hall, Pierce Hall, and Burnes Hall. Please indicate the tuning pitch and temperament required on your completed [Production Form](#).
- PR/Marketing:
 - i. Website listing: All student recitals are automatically added to the *Calendar of Events* on NEC's website. Text, photo, and video submissions are encouraged and should be submitted to sally.millar@necmusic.edu.
 - ii. Posters: Students may post recital fliers, posters, and announcements on bulletin boards around campus. Please note that there are several bulletin boards that are designated for specific halls or departments. Any materials in non-designated areas will be removed.

ALUMNI

PERFORMANCE HALL RENTALS

The use of NEC facilities will be made available to alumni to rent per-hour, subject to availability. NEC Undergraduate Alumni are entitled to the following discounted rates for up to 5 years post graduation.

Discounted Alumni Rental Rates - Recent Undergraduate (up to 5 years)

Room/Hall	Rate
Practice Room	\$15/hour
Classroom	\$50/hour
Keller Room	\$75/hour
Pierce Hall	\$75/hour
Williams Hall	\$100/hour
Eben Jordan	\$100/hour
Burnes Hall	\$150/hour
Brown Hall	\$150/hour

All NEC Graduate Program Alumni are entitled to the following discounted rates for up to 2 years post graduation.

Discounted Alumni Rental Rates - Graduate Program Alumni (up to 2 years)

Room/Hall	Rate
Practice Room	\$15/hour
Classroom	\$50/hour
Keller Room	\$75/hour
Pierce Hall	\$75/hour
Williams Hall	\$100/hour
Eben Jordan	\$100/hour
Burnes Hall	\$150/hour
Brown Hall	\$150/hour

Rental time periods should include set-up, event use, and load-out. NEC self-record systems are not available for alumni rental use. If you are looking to record, please supply your own gear or [schedule a session in Eben Jordan](#) with an RPTS engineer.

Please contact rentals@necmusic.edu to inquire about availability and to rent a room or hall.

SUPPORT SERVICES

ENSEMBLE CONCERT PROGRAMS

Large Ensemble Programs:

- Between three to four weeks before the concert date, Sally Millar will email the concert director with instructions and deadlines for programs. Concerts in Jordan are provided with 20 printed programs, and those in Brown, Williams Pierce, Keller, Eben Jordan, and Burnes are provided with 10 printed programs.

Small Ensemble Programs:

- NEC does not provide programs for small ensemble concerts.

Master Classes:

- Masterclass programs will be created by the following staff:
 - Elizabeth Van Voorhis - chamber music, piano, strings, winds
 - Úna Rafferty - Voice and opera
 - Rich Frost - Jazz and CMA

RECITAL PROGRAMS

NEC will provide digital programs for faculty, guest, degree required, and promo student recitals. To facilitate the process of compiling program information, between three to four weeks before the recital date, Sally Millar will email the recitalist with instructions and deadlines for programs. All program information is to be submitted to Sally Millar at sally.millar@necmusic.edu.

NEC-Produced Faculty Recital Programs:

- NEC digital programs are provided for all faculty recitals. 20 physical copies will also be provided for faculty recitals taking place in Jordan Hall, and 10 physical copies for all faculty recitals taking place in other halls. All program content must be submitted **in Word or as a Google Doc, not as a pdf**, no less than two (2) weeks prior to the recital date.

NEC-Produced Student Recital Programs:

- NEC digital programs are provided for every degree-required student recital. Five physical copies will also be provided. (Voice students and collaborative pianists will also receive 20 copies of the recital texts and translations). Sally Millar will contact you regarding how to submit program information. Please adhere to the deadlines included in her communications.
- Printed programs will be made available for pick-up at the Copy Center (1st floor, 33 Gainsborough).
- There is a sign posted outside each recital hall with the QR code printed on it (one for college concerts and one for Prep concerts). When your audience members scan this QR code, they will be sent to the Performances and Events part of the NEC web site. If they scroll down and select your recital listing, they will find a "View Program" button - your program will display once they click on it. Please note, displayed programs may not be printed or shared via this source (please check this statement with Ryan before printing). For remote audience members who need to view the livestream, they should click on the Live streaming box on

the "Performances and Events" page, choose the top box for the correct concert hall, and enter the password "NECAY27".

POST-RECITAL RECEPTIONS

Students are permitted to hold short receptions at the conclusion of their recital, subject to space availability.

- If requested one (1) month in advance via the [Production Form](#), NEC will provide tables for the receptions, subject to availability.
- Student Recital and Reception time shall not exceed 2-hrs, including breakdown.
- Students must supply tablecloths, plates, napkins, food, non-alcoholic beverages, etc.
- The reception area must be left completely clean and clear of trash following the reception.
- Reception duration should be considered when scheduling your initial recital time slot. Receptions cannot extend beyond confirmed scheduled times.

IMPORTANT NOTE: Alcohol and open flame are **PROHIBITED** during a recital, at a reception, or within any NEC space. If alcohol is found, security will confiscate it and the Dean of Students Office will be notified of the infraction.

PRODUCTION SERVICES

Production Form:

- Students must complete and return a [Production Form](#) to production@necmusic.edu (link to the form is attached to your recital confirmation email and is also available on the NEC website) **at least one month in advance** of the recital date. Please provide all specific instructions regarding stage set-up and technical requirements.
- If your form is not returned at least one month in advance of your recital date, hall set-up will take place at the discretion of the NEC Production Department.
- Please contact the Director of Performance Production directly about any special requests for your recital (i.e. lighting, piano lid removal) once your recital date has been confirmed.

Recital Managements:

- Students are responsible for managing their own stage changes.

PIANO SERVICES

Piano Usage & Repairs:

- Students who wish to use an NEC-owned piano during their recital must indicate their need on the [Production Form](#).
- All piano repair notices should be sent via email to jeff.platz@necmusic.edu.

Extended Techniques and Preparations Piano:

- NEC recognizes that there will be performances which will include extended techniques and preparations piano repertoire when the work requires alterations, including but not limited to strumming, striking, or touching the strings of the piano, and/or placing any object inside of the piano (metal, tape, plastic, or etc.).
- If there is a extended techniques and preparations piano work on any NEC concert, students, faculty, and/or program administrators must follow the guidelines below:

- o Indicate the need for extended preparations piano on the [Production Form](#).
- o Notify the Scheduling Office at least three (3) weeks in advance of the performance date.
- o Contact Dr. Steve Drury with Bob Winters CC'd for Steve Drury's approval of the extended techniques and preparations piano works. Steve Drury will oversee piano preparation for all concert(s) and rehearsal(s).

INSTRUMENT LIBRARY SERVICES

Students who wish to use NEC-owned instruments for their recitals (other than piano, organ, or harpsichord) must obtain permission from the Instrument Librarian.

- Please submit requests to instrumentlibrary@necmusic.edu at least one (1) month prior to the recital date. Every effort will be made to accommodate all requests, subject to availability.
 - o Request to use NEC's portative chamber organ and the digital continuo organ should be made through the [Production Form](#). Requester will be responsible for all tuning charges that must be paid (1) month prior to the scheduled date with the Scheduling Office.
- NEC-owned instruments and equipment must be kept free of damage.
- NEC-owned hall instruments are NOT to be moved from the room in which it resides.
- **IMPORTANT NOTE:** When requesting a drum kit, players must provide their own snare drum, cymbals, and hi hat clutch.