



## CMA ACTIVITY LEVELS

**UPDATED: Fall 2020**

### Contents

Output of Ad Hoc Committee on CMA Activity Levels .....	1
General Event Scheduling and Venue Information .....	2
Scheduling Policy: FAS/FSS and Small Ensembles .....	4
Scheduling Policy: Guest Artist Recitals .....	6
Scheduling Policy: Large Ensembles .....	8

## OUTPUT of AD HOC COMMITTEE on CMA ACTIVITY LEVELS (FALL 2019)

---

### Summary/Recommendations

**Scheduling Policy drafts completed** for 1) FAS/FSS and Small Ensembles, 2) Guest Artist Recitals, 3) Large Ensembles, and 4) Student Recitals.

Event scheduling process needs to reside online (**event management software**): better access/transparency for community; more consistency for faculty and staff via one master calendar. Will likely yield detailed event data to make more informed decisions.

**Update webpages** for CMA Faculty Resources and Recital Policies.

Using the scheduling policies, develop an event **checklist** to be embedded into event confirmation emails.

Based on understanding of total event volume (~780/year) as distinct from number of performances (~320/year), the Spring 2018 Public Events survey may not have framed the following question accurately: *“Overall, I believe the number of events held at the CMA each semester (average 160) is...”*

Explore **alternative venues** on-campus.

Investing in a **self-service** component to Kobacker may be helpful in reducing staff resources (Kobacker rehearsals constitute the **largest share of event volume**, ~20% or 156/year)

- Student stage crew for Kobacker rehearsal setup/breakdown
- Invest in an easy-to-use rehearsal lighting system for Kobacker that is separate from the main lighting system

### Open Issues/Pending

Need methodology and more robust data to accurately determine upper/lower control limits for event volume. Could not make specific recommendation for # of events, but would recommend a test period.

Is the student organization service requirement going away for Kobacker event setup, i.e. setting up stage for Lab Band?

Need clear metrics/guidance on how the CMA should determine event success: audience attendance vs. value to curriculum vs. other factors.

## GENERAL CMA EVENT SCHEDULING and VENUE INFORMATION

---

### *The purpose of events at the CMA is...*

Events at the CMA support the mission by creating educational opportunities and professional preparation for our students. These events engage our community by celebrating the arts and the institution.

### **Order of Event Scheduling**

*Note: Due to the fluid nature of event production, the CMA event calendar is continually evolving throughout each semester. The list below is a **guideline and approximate timeline**.*

1. (October-December) - Collegiate-level donor funded events: McMasters, DuBois, Wayland Competition, Conrad Competition, Competitions in Music Performance, Hansen, Premiere Events/Arts X, Creative Minds, Orchard Guitar Festival, TSO Reading Session
2. (November-December) - CMA Auditions Days, Music Discovery Day, Honor Ensembles, Summer Music Institute
3. (December-January) - Recurring events: Large Ensembles and Opera, New Music Festival, Academy Band, Music Plus, etc.
4. (January-February) - Special Opportunity Events: NATS, SPLICE, New Music Gathering, Tuba Conference, OMTA, etc.
5. (February-March) - FAS/FSS and Small Ensemble
6. (March) - Guest Artist Recitals
7. (April-May) – Finalize calendar
8. Student Degree/Certificate Recitals (first come, first served) – *per published schedules and ongoing throughout semester*
9. Student Non-Degree or non-required Recitals, Studio Recitals – *per published schedules and ongoing throughout semester*
10. Student Recording Sessions – *ongoing throughout semester*

### **Event Request Form**

The [Event Request Form](#) is a crucial part of the event production workflow at the CMA. It provides event approval, calendar management, production staff and public events office notification, and assists with resource planning. Each Scheduling Policy on the following pages explains how/when to use the Event Request Form for each event type.

### **Bryan Recital Hall Weekly Time**

The piano, string, brass, and woodwind areas will each be given a weekly time to use as each of the area coordinators sees fit. However, these regularly scheduled times may be bumped and used for other needs as deemed necessary by the College, such as major special events, festivals, audition days, and similar events.

### **Food and Drink**

- May be served in the Green Room or the basement lounge. Food and drink may be served in other areas of the Moore Musical Arts Center, including the lobby, only with permission from the Dean
- There is no food or beverages (except water) permitted at any time in Kobacker Hall, Bryan Recital Hall, or the Marjorie Conrad Choral Room. This includes backstage areas as well as the house.
- An [Event Request Form](#) must be submitted and approved before any organization may vend food and/or beverages anywhere in the Moore Musical Arts Center

### **Dark Days**

To help manage monthly resource demands on faculty, students, and staff, one weeknight per month will be designated as *dark*. On these evenings, there will be no CMA concerts, performances, public lectures, rentals, or other public events permitted at the Moore Musical Arts Center, Wolfe Center, or other CMA-sponsored venues. Rehearsals are still permitted take place, but no staff resources (staging, lighting, recording, live sound, PR/marketing, etc.) will be available.

### **Event Production Contacts**

- CMA Public Events ([cmapub@bgsu.edu](mailto:cmapub@bgsu.edu))
- Keith Hofacker: Technical Director and Scheduling Manager ([kwhofac@bgsu.edu](mailto:kwhofac@bgsu.edu))
- Michael Laurello: Manager of Recording Services ([miaurel@bgsu.edu](mailto:miaurel@bgsu.edu))
- Dan Piccolo: Director of Percussion Activities ([dpiccol@bgsu.edu](mailto:dpiccol@bgsu.edu))

## **SCHEDULING POLICY: FACULTY ARTIST SERIES, FACULTY SCHOLAR SERIES, and SMALL ENSEMBLES**

---

### **FAS/FSS Scheduling Priority**

1. Faculty Showcase Recitals (area recital/chamber music/shared recitals, etc.)
2. MUSP pre-tenure track
3. Faculty Scholar Series (one per semester)
4. Faculty Composer's Forum (one per academic year)
5. Solo recitals

*Date conflicts will be prioritized in the following order:*

- a. MUSP full-time, tenure-track faculty
- b. All other full-time faculty
- c. Part-time faculty

### **FAS/FSS Recital and Rehearsal Scheduling Information**

- FAS/FSS takes place on Wednesday evenings. Sunday afternoon FAS recitals may be scheduled with approval from the MUSP Department Chair.
- No other public event may be booked against an FAS/FSS recital
- Mid-semester scheduling requests for FAS/FSS or Small Ensemble should be made using the [Event Request Form](#) at least two weeks in advance of the proposed event
- Dress rehearsals for FAS are automatically scheduled for the Monday prior to the event unless there is a scheduling conflict in Bryan Hall. In this case, the performer(s) should contact the Scheduling Manager ([kwhofac@bgsu.edu](mailto:kwhofac@bgsu.edu)) to arrange an alternative time. Requests for tech during dress rehearsals must be made at least two weeks in advance (see *Technical, Percussion, Piano, and Public Events Requests* section below).

### **Small Ensemble Concert and Rehearsal Scheduling Information**

- Joint and collaborative small ensembles will be given first priority
- Small Ensemble concerts are held on Tuesday and Thursday evenings. In the last month of the spring semester, Wednesday evenings are made available for Small Ensemble concerts.
- Small Ensemble concerts may not be scheduled at the same time as collegiate-level donor funded events, Large Ensemble Concerts, CMA Audition Days, or special opportunity events (New Music Gathering, OMTA, etc.)
- Mid-semester scheduling requests for FAS/FSS or Small Ensemble are made using the [Event Request Form](#) at least two weeks in advance of the proposed event
- Small Ensemble programs that include percussion needs should attempt to schedule concerts on Thursday evenings whenever possible
- If a dress rehearsal on a different date than the concert is desired, the ensemble director should contact the Scheduling Manager ([kwhofac@bgsu.edu](mailto:kwhofac@bgsu.edu)). Additional rehearsal times for Small Ensemble may become available after Student Degree Recitals are scheduled.
- Tech rehearsals are not available for Small Ensembles.

### **Technical, Percussion, Piano, and Public Events Requests**

*Requests are subject to equipment availability, CMA schedule, and staff resources.*

<b>Request Type</b>	<b>Send request to:</b>	<b>Notification Deadline/Notes</b>
Special staging and lighting for concert	n/a	Staging and lighting beyond the standard Bryan concert settings is not available
Amplification requests and access to sound system	Manager of Recording Services ( <a href="mailto:mLaurel@bgsu.edu">mLaurel@bgsu.edu</a> )	2 weeks prior to concert
Video projection for concert	Manager of Recording Services	2 weeks prior to concert
Audio and video recording of concert	n/a	Automatic. No notice required unless opting out for copyright reasons.
Live streaming of concert	n/a	Automatic for FAS/FSS unless opting out. Not available for Small Ensemble.
Percussion needs for rehearsals and/or concert	Director of Percussion Activities ( <a href="mailto:dpiccol@bgsu.edu">dpiccol@bgsu.edu</a> )	2 weeks prior to rehearsals and/or concert
Piano needs	Requested via the <a href="#">Piano Reservation Form</a>	2 weeks prior to concert. If applicable, review the <a href="#">CMA Protocol for Extended Techniques</a> before submitting.
Staging, lighting, and/or audio requests for dress rehearsals	Technical Director ( <a href="mailto:kwhofac@bgsu.edu">kwhofac@bgsu.edu</a> ) and/or Manager of Recording Services	2 weeks prior to first dress rehearsal for FAS/FSS. Not available for Small Ensemble.
Program information and promotional materials	Public Events Office ( <a href="mailto:cmapun@bgsu.edu">cmapun@bgsu.edu</a> )	2 weeks prior to concert

### **Other Technical Considerations**

- If there are copyright issues on an FAS/FSS program that preclude it from being recorded and/or live streamed, the ensemble director must inform Public Events and the Manager of Recording Services prior to the event
- Due to excessive volume and feedback issues resulting from the venue size and speaker configuration in Bryan Hall, acoustic instrument amplification (microphones) should be minimized. Amplification requests are at the discretion of the Manager of Recording Services.
- The turnaround time for editing and mastering audio and video recordings is 2 weeks. In certain circumstances, the turnaround may exceed this window during busy times of the semester.

## **SCHEDULING POLICY: GUEST ARTIST RECITALS/ACTIVITIES**

---

### **Concerts Covered Under This Policy**

Evening (8:00 PM) Guest Artists Recitals held in Bryan Hall. (Guest artist masterclasses, studio performances, and other informal concerts are not included in this policy.)

### **Scheduling Information and Process**

- All guest artist events require an [Event Request Form](#)
- Guest Artist Recitals with accompanying Masterclasses require 2 separate [Event Request Forms](#)
- To avoid potential scheduling conflicts, Event Request Forms should be approved prior to the BGSU host confirming the specific date, time, and venue with the guest artist
- For non-public guest artist events (for example, a guest lecture where only students enrolled in a specific class are permitted to attend), an [Event Request Form](#) still needs to be submitted to the scheduling manager to confirm availability and to maintain a record of the event
- Any CMA faculty member may schedule a Guest Artist Recital
- Student organizations may schedule guest artist performances, lectures, and masterclasses with approval from their organization's advisor
- When possible, as a way to preserve resources, faculty are encouraged to schedule guest artists during studio time or in other informal performance situations
- Scheduling takes place on a rolling first come, first served basis after FAS/FSS and Small Ensemble concert dates have been entered into the CMA calendar. An announcement will be made to faculty when Guest Artist Recital scheduling is open.
- Classroom reservation requests go through the schedule secretary ([lechar@bgsu.edu](mailto:lechar@bgsu.edu))
- Requests for Bryan, Kobacker, Kelly, Choral Room, Cla-Zel, Conrad, Donnell, Eva Marie Saint, Green Room, and the CMA dressing rooms are made using the [Event Request Form](#)

### **Event Priority**

- Guest Artist Recitals may not be scheduled at the same time as a collegiate-level donor funded events, Large Ensembles, FAS/FSS, Small Ensembles, Music Discovery Day, or CMA Audition Days.
- In certain circumstances, a guest artist's availability may represent a unique opportunity that would be impossible to schedule at another time, but happens to conflict with one of the event types above. In these cases, double-booking may be requested only if the anticipated concert audiences do not overlap. Approval is at the discretion of the appropriate department chair.

### **Rehearsals in Bryan Hall**

- Guest artists will have access to the hall at 6:30 or 7:00 PM (depending on schedule) on the day of the concert for rehearsal and sound check. Additional rehearsal time in Bryan Hall may be available on a case-by-case basis, but must be scheduled in advance.
- Tech rehearsals prior to the evening of the concert are not available.

### **Technical, Percussion, Piano, and Public Events Requests**

*Requests are subject to equipment availability, CMA schedule, and staff resources.*

<b>Request Type</b>	<b>Send request to:</b>	<b>Notification Deadline/Notes</b>
Special staging and lighting for concert	n/a	Staging and lighting beyond the standard Bryan concert settings is not available
Amplification requests and access to sound system	Manager of Recording Services ( <a href="mailto:mLaurel@bgsu.edu">mLaurel@bgsu.edu</a> )	2 weeks prior to concert
Video projection for concert	Manager of Recording Services	2 weeks prior to concert
Audio and video recording of concert	Recording requests must be noted and approved on the <a href="#">Event Request Form</a>	n/a
Live streaming of concert	n/a	Not available
Percussion needs for rehearsal(s) and concert	Director of Percussion Activities ( <a href="mailto:dpiccol@bgsu.edu">dpiccol@bgsu.edu</a> )	2 weeks prior to rehearsals and/or concert
Piano needs	Requested via the <a href="#">Piano Reservation Form</a>	2 weeks prior to concert. If applicable, review the <a href="#">CMA Protocol for Extended Techniques</a> before submitting.
Staging, lighting, and/or audio requests for dress rehearsals	n/a	Not available
Program information and promotional materials	Public Events Office ( <a href="mailto:cmapun@bgsu.edu">cmapun@bgsu.edu</a> )	2 weeks prior to concert

### **Other Technical Considerations**

- Due to excessive volume and feedback issues resulting from the venue size and speaker configuration in Bryan Hall, acoustic instrument amplification (microphones) should be minimized. Amplification requests are at the discretion of the Manager of Recording Services.
- The turnaround time for editing and mastering audio and video recordings is 2 weeks. In certain circumstances, the turnaround may exceed this window during busy times of the semester.



## SCHEDULING POLICY: LARGE ENSEMBLES

---

### **Ensembles Covered Under This Policy**

BG Philharmonia, Wind Symphony, Concert Band, University Band, Falcon Marching Band, Opera, Lab Band 1 and 2, University Choral Society, A Cappella, Women’s Chorus, Men’s Chorus, Collegiate Chorale

### **Scheduling Process**

1. Early Fall semester (of prior academic year): ensemble directors meet to discuss programming
2. Late October: concert/rehearsal dates are determined and entered into the CMA calendar
3. December: concert and rehearsal schedule is reviewed and finalized
4. Late spring: Dress rehearsals for large ensembles are scheduled once the event calendar is set

### **Event Priority**

- Due to their scope, Large Ensemble concerts are among the first events to populate the CMA calendar and are held at relevantly consistent times each semester
- Large Ensemble concerts may not be scheduled at the same time as collegiate-level donor funded events
- Small Ensembles, Guest Artist Recitals, and Student Recitals with overlapping genres/instrumentation may not be scheduled against a Large Ensemble performance.  
*Examples: a voice recital may not be scheduled on the same evening as a Choral concert; a Guest Artist Recital from the brass area may not be scheduled against a Lab Band concert.*

### **Dress Rehearsals in Kobacker Hall**

- Large Ensemble dress rehearsals in Kobacker Hall will typically be limited to 2 during the week of the performance, depending on venue availability and staff resources
- Instrumental Ensembles: During concert weeks, if one instrumental Large Ensemble is rehearsing in Kobacker, all instrumental Large Ensembles must rehearse in Kobacker as much as is possible. This lessens the burden on the percussion area to relocate instruments between multiple venues.
- Each large ensemble director must provide a setup/teardown crew within the time frame of scheduled rehearsal

### **Technical, Percussion, Piano, and Public Events Requests**

*Requests are subject to equipment availability, CMA schedule, and staff resources.*

<b>Request Type</b>	<b>Send request to:</b>	<b>Notification Deadline/Notes</b>
Special staging and lighting for concert	Technical Director ( <a href="mailto:kwhofac@bgsu.edu">kwhofac@bgsu.edu</a> )	2 weeks prior to concert
Live audio requests for concert exceeding one announce microphone	Manager of Recording Services ( <a href="mailto:mlaurel@bgsu.edu">mlaurel@bgsu.edu</a> )	2 weeks prior to concert
Video projection for concert	Manager of Recording Services	2 weeks prior to concert

Audio and video recording of concert	n/a	Automatic. No notice required unless opting out for copyright reasons.
Live streaming of concert	n/a	Automatic. No notice required unless opting out for copyright reasons.
Percussion needs for rehearsals and/or concert	Director of Percussion Activities ( <a href="mailto:dpiccol@bgsu.edu">dpiccol@bgsu.edu</a> )	2 weeks prior to rehearsals and/or concert
Piano needs	Requested via the <a href="#">Piano Reservation Form</a>	2 weeks prior to concert. If applicable, review the <a href="#">CMA Protocol for Extended Techniques</a> before submitting.
Staging, lighting, and/or audio requests for dress rehearsals	Technical Director and/or Manager of Recording Services	2 weeks prior to first dress rehearsal
Program information and promotional materials	Public Events Office ( <a href="mailto:cmapun@bgsu.edu">cmapun@bgsu.edu</a> )	2 weeks prior to concert

#### **Other Technical Considerations**

- If there are copyright issues on a Large Ensemble program that preclude a concert from being recorded and/or live streamed, the ensemble director must inform Public Events and the Manager of Recording Services prior to the event
- For events with larger audio setups (multiple microphones, additional PA speakers, stage monitors, etc.), the ensemble director must send a stage plot and/or score front matter to the Manager of Recording Services two weeks prior to the event. Otherwise, microphone and equipment placement will be at the discretion of Recording Services.
- For events with larger audio setups, the ensemble director must schedule an additional 1 hour before and after events so that equipment setup/breakdown does not encroach on another ensemble's venue time
- Full breakdowns of larger equipment setups in between rehearsals and a concert are discouraged. Partial breakdowns may be permitted at the discretion of the Manager of Recording Services.
- Risers and shells, if needed, will be set up prior to the start of Kobacker Hall dress rehearsals
- The turnaround time for editing and mastering audio and video recordings is 2 weeks. In certain circumstances, the turnaround may exceed this window during busy times of the semester.