Fall 2020 Recital Guidelines
This document outlines the specific guidelines that are changes due to the COVID-19 pandemic. Please make sure to read through the recital policies and procedures document on eLC in addition to this document.

These rules are in place to keep everyone as safe as possible. All performance halls are under video surveillance, and failure to observe these rules may result in removal of use privileges and/or disciplinary action.

No activities in Edge, Ramsey, and Hodgson Hall are open to the public.

Masking:

- **MASKS MUST BE WORN AT ALL TIMES.**
- The only time masks may be removed are as follows:
  - if on the stage and singing/performing an instrument that must be played without a mask
  - if on the stage and performing solo (no one else on stage)
  - if in a dressing room with no one else and door closed
- If you are performing unmasked, you must still wear a mask when you walk onstage and you must replace the mask before you walk offstage.

  **PAC Staff reserves the right to keep the door to backstage closed if the performer does not put a mask back on before exiting stage to backstage area.**

Length and timings:

- All recitals and rehearsals are limited to 60 minutes maximum with the following stipulations:
- All piano, strings, and percussion performers must wear masks the entire time.
  - If a piano/string/percussion performer is doing an entirely solo recital (no collaborators and not a shared recital) they may perform unmasked.
- Wind, brass, and voice performers may be unmasked with a maximum of 30 minutes of any activity that is unmasked and includes more than one person. These recitals and rehearsals may still be 60 minutes in length, but any collaboration with another performer must be limited to the first 30 minutes.
- Combinations of performers and shared recitals are allowed, but anything unmasked with more than one person within this scenario can still not exceed 30 min.

  **Acceptable scenarios**
  - 60 minute solo piano recital
  - 60 minute violin/piano recital, all masked
  - 60 minute string quartet rehearsal, all masked
  - 30 minute trumpet/piano (masked) recital
  - 60 minute trumpet recital, 30 minutes with piano first and 30 minutes unaccompanied solo last
  - 60 minute horn recital; 15 minutes with piano, 15 minutes with trio, 30 minutes unaccompanied last
• 60 minute shared recital with first 30 minutes of violin/piano both masked, and second 30 minutes of oboe/piano

Unacceptable scenarios
• 60 minute trumpet recital, 30 minutes with piano, 15 minutes with quartet, 15 minutes solo
• 60 minute shared recital of clarinet and voice

• Please note that all times will be monitored via security camera feeds and disciplinary action will be taken if guidelines are not followed.

Recital times:
• In order to allow for proper downtime in each hall for air exchange and the diffusion of aerosols and droplets, the following times will be available for recitals:
  o Edge Hall (all undergraduate and master’s recitals): 3:00 pm, 5:30 pm, 8:00 pm
  o Ramsey Hall (percussion, doctoral, and small chamber ensemble recitals): 4:00 pm, 7:00 pm
• There will be access to the hall before the start of the recital for a brief soundcheck: you may enter Edge Hall 30 minutes before your recital start time, and you may enter Ramsey/Hodgson Hall 30 minutes before your recital start time.
• You must leave the stage 10 minutes before your recital start time to allow for streaming tests and configuration.
• Please be dressed and ready to begin your recital on time and leave the hall immediately upon finishing.

Rehearsals:
• Students will be allowed two 60 minute dress rehearsal slots in the hall ahead of their recital. Due to space limitations with time restrictions, one of these must occur over the weekend if you are performing in Edge Hall. If you are performing on a shared recital, you will only receive one 60 minute dress rehearsal. The same conditions with timing, masking, and spacing apply to rehearsals.
• Rehearsal times will be available as follows.
  o Edge Hall: 10 am, 1 pm
  o Ramsey Hall: 10 am, 1 pm
• Rehearsals should be scheduled by emailing our scheduling officer, Dan Phipps, at musicreq@uga.edu
• Other times might be available as space permits dependent on recital scheduling.

Scheduling process:
• All scheduling will proceed as outlined in the recital policies on eLC.
• Please schedule recitals and rehearsals as far in advance as you can to ensure availability.
• All recitals must be scheduled more than 2 weeks in advance.
• Rehearsals can be scheduled once your recital is approved.

Fees and streaming:
• Standard recital fees still apply.
• Video streaming is provided at no charge.
• An audio recording will be provided via Dropbox at no charge.
• If you would like a video recording of your recital there is a $20 fee, payable on the UGA Student Marketplace through the link on the HHSOM homepage. (this must be done at least two weeks in advance)

Access:
• Access is limited in Edge Hall to only those who have a verified reservation for use.
• A key to Edge Hall may be checked out by prior arrangement by contacting Dan Phipps, Sectioning Officer, at musicreq@uga.edu. Do not stop by the administrative office for a key without emailing and receiving an appointment first.
• For rehearsals, only the performer(s) and applied professor may be in attendance.
• For recitals, only the performer’s applied professor and 1-2 immediate family members may be in attendance. Family members must be approved in advance by contacting James Sewell, Production & Events Manager, at jhsjambo@uga.edu.
• Edge Hall should be kept locked whenever possible, and no occupancy is allowed during scheduled periods of air exchange. Reservation holders are responsible for adjusting reversible signage to indicate when the hall is in use.
• Access to PAC facilities is limited to only those who have a verified reservation for use.
  o To request rehearsal/recital reservations, contact Dan Phipps, Sectioning Officer, at musicreq@uga.edu.

Spacing/Distancing:

Edge Hall
• A maximum of 2 performers are allowed on the Edge Hall stage at any time.
• The black tape on both sides of the stage are placed 10 feet away from the center stage mark.
• Use the 10 foot floor markings to space performers according to HHSOM guidelines:
  o Masked performers must be a minimum of 6 feet apart at all times. (The piano is about 9 feet as a rule of measure.)
  o Unmasked performers must be a minimum of 20 feet apart at all times.

Ramsey and Hodgson Halls
• Use the 2 foot floor markings to space performers according to HHSOM guidelines:
• Masked performers must be a minimum of 6 feet apart (8 ft. preferred) at all times.
• Unmasked performers must be a minimum of 20 feet apart at all times.
**Equipment and facilities details:**

**Edge Hall**
- Musician’s chairs may be retrieved by performers from the storage room backstage. When the performer is finished, the chair should be placed just behind the curtain, unstacked and left accessible for sanitizing procedures at the end of each day. Do not put used chairs back in the storage room.

- Performers are encouraged to bring their own music stands. If the performer does not bring their own stand, music stands may be taken from the stand rack in the storage room backstage. When the performer is finished, the stand should be placed just behind the curtain and left accessible for sanitizing procedures at the end of each day. Do not put used stands back on the rack in the storage room.

- All performers playing instruments that require removal of condensate (i.e. spit valves, etc.) should bring their own cloth or paper towels to deposit condensate/spit/etc., and those performers are responsible for removing their cloth/towel along with their other belongings once the reservation is complete.

- Audience seating area should not be used to place instrument cases or other belongings. Anyone needing to sit in the audience seating area should only use seats marked as available and should adjust reversible signage to indicate the seat has been used. Used seats will be sanitized at the end of each day.

**Ramsey and Hodgson Halls**
- Stage changes should be kept to a minimum and are the responsibility of the performer.

- All stage changes must be approved by PAC Production Staff in advance to ensure proper procedures are followed.

- For performances in Hodgson Hall, Production Staff will not operate backstage, but will run lights and make announcements from the audio booth. Door service for conductors or musicians entering/exiting the stage will not be provided by PAC Staff.

- No personal equipment, instruments, cases, or other belongings may be left behind when leaving the PAC, regardless of additional upcoming reservations.

- Personal belongings, instrument cases, etc. may be placed on tables available on stage. Avoid use of backstage or other confined areas as much as possible.

- All performers playing instruments that require removal of condensate (i.e. spit valves, etc.) should bring their own cloth or paper towels to deposit condensate/spit/etc., and those performers are responsible for removing their cloth/towel along with their other belongings once the reservation is complete.
- Musician’s chairs may be taken from the chair rack, available on one side of the stage. When the performer is finished, the chair should be placed on the opposite side of the stage and left accessible for sanitizing procedures at the end of each day. Do not put used chairs back on the rack.

- Performers are encouraged to bring their own music stands. When not possible, music stands may be taken from the stand rack, available on one side of the stage. When the performer is finished, used stands should be placed on the opposite side of the stage and left accessible for sanitizing procedures at the end of each day. Do not put used stands back on the rack.

- If using a music stand to support a recording/streaming device located in the audience area, please be sure to retrieve all equipment after your reservation is complete and return the stand to the stage area with the other used stands.

- With the exception of musicians’ chairs and music stands, no PAC equipment is to be handled or used by any performer without express consent of PAC staff. Requests for setup of tables or other PAC equipment should be made in advance by contacting Carina McGeehin, Stage Manager, at carina17@uga.edu.

- Audience seating area should not be used to place instrument cases or other belongings. Audience seating should not be used at all except by authorized persons in designated seats.

Pianists are responsible for any adjustments made to the piano, and when finished, the piano should be returned to the condition it was found:

- Follow piano sanitization procedures before and after playing.
- If removing the music rack, it should be placed on the table on stage right (for performances, the camera is zoomed in and the table will not be visible). Pianists are responsible for putting the music rack back on the piano when finished.
- Whenever possible, pianists should adjust the piano lid themselves and return it to the closed position when finished.
- Any alterations made for prepared piano must be preapproved by Piano Technician Scott Higgins (scotth@uga.edu). Alterations should be fully removed when finished.

**Piano details:**

*The piano keys should be sanitized before and after each use by following these steps:*

1. Before playing, wash your hands and retrieve 2 dry paper towels and 2 disinfecting wipes. Notify the front office if dispensers are empty.
2. At the piano, use the 2 disinfecting wipes in each hand to wipe the tops of the keys in a north to south direction (towards you):
   - Start at the low notes, work up to the high, then back down again.
   - Go slowly and be sure to cover every key, including the area between the black keys.

3. Next, fold the wipes to utilize the unused parts to finish cleaning the front of the keys:
   Drape the wipes along the front of the white keys and wipe the keys left to right.

4. Finally, use the paper towels to thoroughly dry all the keys.
   - Place used wipes inside used paper towels and set aside to dispose of when you leave.

Repeat the steps when you are finished playing.

- Contact Scott Higgins for any piano needs well in advance of your rehearsal and/or recital: scotth@uga.edu