



VAPA Chapman Recital Hall Procedures for '19/'20 Academic Year

1. Chapman Recital Hall

A. Student Solo Recitals

- Required: [VAPA form](#)
- Faculty will include this form with the following instructions in their syllabi:
 - Form must be completed and submitted no later than three weeks out from the performance
 - Production will process the form and send to the student's professor for approval
 - Upon approval, production will reach out to the student to schedule a meeting to advance their performance. The student must attend this meeting, or their performance will not be advanced.
 - Changes post meeting will only be made under special circumstances
 - Failure to follow any of the above steps will result in the professor being contacted and ultimately could result in the cancellation of the recital
- Faculty may not request last minute changes the day of the recital
- Combined recital production changes must be kept to a minimum and all sets and transitions must be approved by production
- All student recitals must be canceled two weeks out. If a recital is canceled after the production meeting has taken place, VAPA will be charged for production labor.
- Day-of Timeline
 - Call time 3pm
 - Rehearse until 6pm
 - Dinner break 6-7pm
 - Doors open 7pm
 - Performance 7:30pm

B. Student Group Performances

- Faculty overseeing the student group performance will submit the [VAPA form](#) no later than three weeks out from the performance
- Upon approval of the form, production will reach out to schedule a meeting to advance the performance. The faculty member must attend this meeting, or their performance will not be advanced. Students are more than welcome to attend.
- Changes post meeting will only be made under special circumstances
- Failure to follow any of the above steps will result in the professor being contacted and ultimately could result in the cancellation of the recital
- If the department chooses not to sponsor the student group performance, the performance becomes a rental and must follow Ent Center Rental Procedures

C. Faculty Solo & Group Recitals

- All faculty recitals must be approved by the Director of their department
- Faculty must fill out the [VAPA form](#) with the following rules:
 - Form must be completed and submitted no later than three weeks out from their performance
 - Production will process the form and schedule a production meeting to advance the recital
 - Changes post production meeting will only be made under special circumstances
 - Failure to follow any of the above steps will result in the cancellation of the recital
- If the department chooses not to sponsor the recital, the performance becomes a rental and must follow Ent Center Rental Procedure