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Presenting Services Guide



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Senior Director of Presenting Services

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Hall Reservations & Descriptions

Beginning each Spring, halls may be booked for the following academic year. Bookings are accepted according to the approved priority booking order. The Operations Supervisor will send notifications regarding the opening of each booking period. Rehearsals must be booked at the same time as the concert, otherwise rehearsal time is not guaranteed. Each concert performance is allowed a total of two hours of rehearsal time, except for pianists who may book up to four hours of rehearsal time. After Priority Order booking has concluded, if EMS shows availability, additional time in the halls may be requested.

All concerts, recitals, recordings, and one-off classes must be booked at least 14 weeks in advance. Additional use, including graduate school application or audition self-recordings, or practice time, may be booked no more than two weeks in advance if the hall is available. Dates requested more than two weeks prior will not be processed. If still available, you may request these dates within the two-week booking window. EMS requests are typically approved within seven days.

Events and activities presented by non-Vanderbilt groups, including groups whose members are Vanderbilt University Faculty may request time in Blair Halls at the regular rental rates—subject to availability. Contact the Operations Supervisor for pricing and availability.

Event requests made in EMS should be filled in as completely as possible. If there are any additional organizations or departments co-producing the event, please note that as well. If there is no specific concert or event listed in the request, it will be sent back to the sender for clarification. Disputes concerning the availability of performance halls should be directed to Kathleen Eads, Senior Director of Presenting Services.

Release of Bookings - To ensure the accuracy and integrity of this process, bookings in any venue may only be cancelled or altered by the person who made the original reservation. The request and confirmation **must** be made with the Operations Supervisor. Requests from parties other than the original reservation will NOT be honored under any circumstance.

Rental fees are waived for one event per faculty member per academic year. For the purpose of this policy, the event will be credited to the faculty member who books the performance

Ingram Hall

As the largest venue at Blair, Ingram Hall is the primary venue for Academy and University large ensemble concerts, Blair Concert Series, presented events, and other premier special event productions. As such, those events receive priority booking. Additional use of Ingram Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the Presenting Services team, based on the stated performance needs. At a minimum there will always be one tech staff present when the hall is in use. For performances, a minimum of four tech staff and two front of house staff is required, but more may be assigned based on expected attendance.

Ingram Hall Specifications:

- Capacity: 554 without pit seats, 612 with pit seats
- Stage size: 40' proscenium width
31' proscenium height
29' 5" depth from plaster line
8'4" depth apron to plaster line
20' stage right wing space
16' stage left wing space
- Food and beverages are not permitted in the hall
- If food and beverages are served in the lobby, there may be a housekeeping charge.

Steve and Judy Turner Recital Hall

Turner Hall is the primary venue for smaller concerts, guest artists, faculty recitals, ensemble concerts, studio recitals, Academy certificate recitals, required junior and senior degree recitals, masterclasses, auditions, daytime classes, and rehearsals. Additional use of Turner Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the Presenting Services team, based on the stated performance needs. For performances, a minimum of one tech staff and one front-of-house staff is required. More staff may be assigned based on stated performance needs and attendance.

Typically, performances are scheduled weekdays after 8pm and weekends after 1pm.

Turner Hall Specifications:

- Capacity: 258 seats
- Stage size: 46' proscenium width
26' proscenium height
20'6" depth from plaster line
depth apron to plaster line
6'6" x 7' stage right wing space
6'6" x 7' stage left wing space
- Food and beverages are not permitted in the hall
- If food and beverages are served, there may be a housekeeping charge.
- Dobson Organ Policy: [Pipe Organ Use Policy | Blair School of Music | Vanderbilt University](#)

Choral Hall

Choral Hall is the primary venue for Academy student recitals, non-required collegiate recitals, and small ensemble recitals. This multi-purpose facility is also ideal for master classes, choral rehearsals and large classes. It is equipped with easy-to-use, full-service recording technologies beyond the standard AV equipment found in other Blair classrooms. It is available at the discretion of the Presenting Services Team, based on the stated performance needs.

Choral Hall Specifications:

- Capacity: 72 seats
- Stage size: 23' stage width
11' 6" stage depth at the deepest point
- Food and beverages are not permitted in the hall

Performances & Events

Faculty Recitals

Faculty may book a recital in Turner Recital Hall, pending availability and approval. Faculty members with an approved recital request may submit a scheduling request via the EMS reservation system. Rental fees are waived for one event per faculty member per academic year. For the purpose of this section, the event will be credited to the faculty member who books the performance

Rehearsal Time

- Two hours hall time for rehearsal and preparation
- Rehearsals in Turner Hall must be scheduled at least two weeks in advance. Rehearsals in Ingram Hall require at least four weeks in advance scheduling. Rehearsals will be accommodated as the calendar permits, but preference is that rehearsals be booked at the same time the performance is booked.
- No technical personnel are provided for rehearsals in Turner Hall **except** by special request at the time of booking.

Concert Time

- Two hours concert time
- 30 minutes setup and 30 minutes breakdown
- Concert Program* (see Concert Program Policies)

ALL Recital audio/video copies may be obtained by visiting the Music Library [Blair Performance Archive](#). Staff in the Music Library provide copies of recitals and concerts to performers as requested through an [online form](#) ([Blair Performance Archive: Browse by Categories \(vanderbilt.edu\)](#))

Any special requests regarding the copies should be made directly to the Music Library.

Deadlines

- **Promotional materials:** Due **at least** 12 weeks prior to concert. If promotional materials are not submitted in advance, faculty are responsible for their own promotions. [Materials should be submitted online.](#)
- **Technical Request Form:** Due **at least** 4 weeks prior to concert. [Forms should be submitted online.](#)

If a tech form is not submitted 4 weeks in advance, the following will apply:

White area light on stage

1 chair and 1 stand will be set center stage

No stage moves will be accommodated

The recital will not be live streamed

An archival recording will be made

A piano may not be available. You are welcome to use a piano if one has been left on stage though a tuning will not have been scheduled for your recital date.

- **Concert Program:** Due at least 2 weeks prior to the concert. [Programs should be submitted online.](#)
If a program is not submitted 2 weeks in advance, faculty are responsible for their own programs.

We are unable to accommodate late requests and appreciate your cooperation in the continued success of Blair School of Music.

Guest Artist Recitals

Location

All Guest Artist Recitals and choice of venue must have approval from the Dean before booking.

Scheduling

Submit a written request via EMS, including Dean's approval, to Operations Supervisor. Once dates have been approved complete the Guest Artist Redcap to begin the process of contracting and paying your artist.

Fees

Funding must be approved prior to booking your guest artist.

Services Included

- Four hours rehearsal time in hall (as calendar permits)
- Stage manager during rehearsal and concert.
- All Recital audio/video copies may be obtained by visiting the Music Library Blair Performance Archive. Staff in the Music Library provide copies of recitals and concerts to performers as requested through an online form.
- Online Concert program (if guest artist recital is approved by Dean)
- Specially requested piano tunings will be billed at the current tuner's rate.

Receptions

Any student or faculty hosting a reception must comply with the Vanderbilt Undergraduate Alcohol Policy. In summary, students under the age of 21 may not purchase, possess, or consume alcoholic beverages. No alcohol may be served at any student recital reception.

The designated reception area for events in Turner Hall and Choral Hall is the "family seating area" near the elevator. Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event and plan accordingly so that no recitals are disturbed. Please note that the lobby areas are never "private" there will be outside traffic through any receptions in the lobby areas.

Recordings

Faculty Recordings

Faculty are welcome to use Turner Recital Hall for various recording projects. Information about the equipment is available from the Director of Production. Projects in Ingram Hall or more than six hours in length must be approved by the Dean. Rental fees are waived for one, six-hour session per faculty member per academic year. Recording engineer fees will not be waived and will be billed at the Vanderbilt rate. Students or faculty who want to hire an independent recording engineer will be charged for a Blair technical staff member to be present during the hours reserved for the recording. The Operations Supervisor will be able to provide a total cost estimate.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead if a Vanderbilt engineer is to be used.

Student Recordings

Undergraduate and Academy students will be limited to two recording sessions (including Blair engineer) of two hours each per academic year in Turner Hall. Exceptions may only be made by the Dean, through a special recommendation by a faculty member. The Dean's exception must be in writing. Academy and collegiate alumni may record in Choral Hall at the Vanderbilt rental rate if the room is available.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead if a Vanderbilt engineer is to be used.

Scheduling Recordings

1. Consult EMS about possible dates.
2. The person wanting to record makes sure accompanying musicians are available for the target date. Arranging a second-choice date is a good idea, just in case.
3. Contact Joe Passarelli, Director of Production, to arrange for a Vanderbilt recording engineer.
4. Having secured agreements with all the necessary parties if the desired date is still available, it may be booked through EMS.
5. One week prior to recording, all arrangements are confirmed

EMS Scheduling (Master Calendar)

Blair uses [EMS](#) for management of its facility scheduling, including classrooms, performance spaces, rehearsal halls. EMS is the official source for confirming room availability. With EMS, faculty and students can:

- Check availability
- Make reservation requests for Blair activities
- Check status of requests

- Check event dates/times

Outside organizations looking to rent the facilities can make requests directly with the Operations Supervisor.

Because demand for use of these facilities is so great, Blair faculty and/or students canceling reservations should immediately notify the Operations Supervisor by e-mail.

Operations and Facility Management

Building Hours

When the building is locked, Blair faculty, staff, and university students may use their Vanderbilt ID card to access the building at the main Blair entrance on Children's Way, and the doors on the 24th and 25th Avenue side of the building. Front doors are open 9:00 am to 4:00 pm, Monday through Friday. Please do not prop open any doors.

Piano Tuning

Blair School of Music technicians/tuners are coordinated by Jeff Stevens, head piano technician. Pianos are tuned and maintained regularly. Requests for tuning or other problems should be submitted to the head piano technician via the online [Piano Service Request form](#).

Links

Blair Website: <https://blair.vanderbilt.edu/>

EMS: <https://emscampus.app.vanderbilt.edu/VirtualEMS/>

Student Recitals: [student_recital_handbook_24-25.pdf \(vanderbilt.edu\)](#)

Recital Request Form: [Student-Recital-Form.pdf \(vanderbilt.edu\)](#)

Recital Hearing Form: [recital-hearing-0321.pdf \(vanderbilt.edu\)](#)

Guest Artist Event Form: [Guest Artist Event Form \(vumc.org\)](#)

Blair Program Submission: <https://forms.office.com/r/UsvJaZZqH0>

Library Performance Video Recital Request Form:

<https://www.library.vanderbilt.edu/music/recital-request/>

Blair Performance Archive: <https://diglib.library.vanderbilt.edu/bpa-browse.pl>

Free Marketing Submission: https://vanderbilt-university.formstack.com/forms/event_marketing_form

Faculty Bio / Photo Updates: https://vanderbilt-university.formstack.com/forms/faculty_bio_photo

Faculty News & Achievements: https://vanderbilt-university.formstack.com/forms/faculty_news

Vanderbilt Photo Studio: Photo requests are coordinated via email to Harrison McClary;
william.h.mcclary@vanderbilt.edu

Piano Service Request: <https://redcap.vanderbilt.edu/surveys/?s=873XWXXHKPPXETLR>

Pipe Organ Use Policy: [Pipe Organ Use Policy | Blair School of Music | Vanderbilt University](#)

Presenting Services Staff:

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