Student Sessions
Royal Conservatoire *of* Scotland

School of Music, Student-led Performance
Student Sessions

Room / Venue bookings
- The student organiser(s) are responsible for booking the venue and any rooms for rehearsals and performance through Space Planning (spaceplanning@rcs.ac.uk); curricular activity takes precedence.
- Organisers can use Asimut to identify when venues might potentially be free.

Approval / Staff Sponsor
- An Event Form (available from Space Planning) must be submitted for each performance, whether the performance is open to the public or not. The Event Form will provide the relevant departments with key information about the performance to make the event happen (front of house, venue techs, box office, client services).
- The Event Form must be submitted at least 8 weeks before the performance date, ideally 12.
- The performances must be fully student-led with a named staff sponsor; the staff sponsor must be present at the performance, and responsible in case of emergency.
- The staff sponsor will back the concept and ambitions of the project, provide support when required and monitor the progress in a supervisory role. The staff sponsor must be an academic member of staff.
- Public performances must have front-of-house staff (ushers), and the cost for this must be borne by the students involved in the performance. (Front-of-house staff costs could be offset via ticketing income; however, any shortfall must be covered by the students involved.)
- Non-public performances (i.e. RCS staff and students only) do not require ushers, but no members of the public (i.e. non-staff and non-students) are allowed attend. The student organisers and staff sponsor are responsible for ensuring the audience is internal only.

Performers
- Public and non-public performances may involve non-RCS students and staff as performers, but the majority of performers must have an RCS association (student / staff / alumni).
- When sourcing performers, Organisers must be clear with student performers about the time commitments of the project and should issue a rehearsal / performance schedule when sourcing performers.
- Student Performers: You must check your availability against the performance commitments scheduled in your own department (for example the RCS Ensembles schedule) before committing to a student-led project. If in doubt, speak to your HoD or Artistic Planning.
- Student schedules: RCS activity will always take priority.
- Any performance fees for any external musicians are the responsibility of the student organisers.

Marketing
All student-led performances are provided with a marketing toolkit:
Student-Sessions-Marketing-Tool-Kit.pdf (rcs.ac.uk)
Marketing Department (rcs.ac.uk)

Printed Programmes
- Organisers are responsible for the design & curation of any printed programmes. These can be printed in-house by the Print Room with enough notice.

Ticketing
- Ticketing will be provided for approved public performances (ticket prices can be negotiated).
- Non-public performances must be free entry, with no tickets required.
- Third-party ticketing systems such as Eventbrite cannot be used.

Hire Material and Performing Rights
- If performing parts and scores need to be hired, any fee for this must be paid by the student organiser of the performance.
- Public performances of works in copyright must have an appropriate licence – please seek advice from the Performance Library Administrator, Colette Harvey, in the library.
- Public performances will be reported via RCS PRS licence
- Public performance of works no longer in copyright do not require licenses
- Non-public performances (i.e. performances where the audience is only RCS staff and students) do not require licences.

Recordings
- Note that 'public sharing' includes uploading to online and social media sites and sharing or distributing (e.g. via email) to any other person.
- If a recording is to be made for private use only (i.e. only to be viewed by those students/performers participating in the performance), the organisers are fully responsible for ensuring the recording of material in copyright is stored securely and not shared in the public domain without licensing permissions.
- The student organiser(s) must take responsibility for any recording being made including sourcing any camera operators or sound engineers. RCS will not make and keep an archive copy.
- The student organiser(s) will be responsible for any charges incurred for Copyright breaches.