

RECITAL RESERVATION FORM

Undergraduate Students

Please refer to the School of Music Website for details on recital guidelines and procedures.

Name: _____

Local Phone: _____

1. SCHEDULE RECITAL

Instrument: _____

Teacher: _____

Type of Recital: ☐ Sr BM ☐ Jr BM ☐ BME ☐ Church Music ☐ BA ☐ Non-Degree

Recital Date: ____/____/____ Location: ☐ Roxy Grove ☐ Recital Hall II ☐ Meadows Hall ☐ *Jones Hall Time: _____ to _____

2. SCHEDULE HEARING

Hearing must be passed a minimum of 15 days before the recital. The hearing and hearing rehearsals may be reserved 15 days before the hearing. **Voice students (only)** must obtain a Hearing Scheduling Form from the Vocal Office.

Rehearsal: ____/____/____ Location: ☐ Recital Hall II ☐ Roxy Grove ☐ Meadows Hall ☐ *Jones Hall Time: _____ to _____

Hearing Date: ____/____/____ Location: ☐ Recital Hall II ☐ Roxy Grove ☐ Meadows Hall ☐ *Jones Hall Time: _____ to _____

Hearing Passed: ____/____/____ Teacher: _____

Committee: _____

3. SUBMIT PROGRAMS

After the hearing has been passed, and no later than 10 days before your recital, submit this signed Recital Reservation Form with 27 correct final printed programs (see **Program Procedure on reverse**) to the Administrative Assistant (McCrary Lobby). Failure to do so will prevent you from being able to schedule dress rehearsals.

27 Final Programs submitted: ____/____/____ Received by _____

PDF file received: ____/____/____ Received by _____

4. SCHEDULE REHEARSALS

Rehearsal times may be reserved with the Administrative Assistant (McCrary Lobby) once this form, 27 correct final printed programs, and PDF file have been submitted.

Rehearsals: Senior B.M. = 3 Hrs.
All other degree recitals = 2 Hrs.

Location: ☐ Roxy Grove
☐ *Jones Hall
☐ Meadows Hall
☐ Recital Hall II

Date: ____/____/____ Time: _____ to _____

Date: ____/____/____ Time: _____ to _____

Date: ____/____/____ Time: _____ to _____

*Percussion and organ recitals only as approved by respective professors.

Recital Program Procedure

Undergraduate Students

The layout and printing of student recital programs are the responsibility of the performer. Students are required to follow this procedure and its specifications listed below. If you have any question, please see Dr. Randy Umstead, Associate Dean for Academic Affairs (Roxy Grove 107).

Procedure Checklist

Before Hearing (Voice students only must obtain a Hearing Scheduling Form from the Vocal Handbook online.)

- ___ 1. Type program information in program template (on METALab & MERC computers).
- ___ 2. Proof your program according to specifications below. Refer to examples of other student recital programs in bound program book (in METALab & MERC) if needed.
- ___ 3. **Take a copy to your applied teacher for further proofing.**

When Hearing is Passed

- ___ 4. Make any final corrections as needed after hearing is passed.
- ___ 5. **Take master copy for final proofing** to the Administrative Assistant (McCrary Lobby) 8:30 – 11:30 and 1:30 – 4:30.
- ___ 6. Take master copy to The Copy Center (Morrison Hall, Room 150). Allow 24 hours for printing. Kinko's may be used if official music paper is purchased from The Copy Center.
- ___ 7. Print the quantity of programs **you** need plus the **27 we** need. Programs must be printed on School of Music paper. Cut all to centered 6 ¼" x 9 ½" size and **shrink wrap 20 of the programs.**
- ___ 8. **Applied teacher's signature is required on one final printed program.**
- ___ 9. Write in timing for each piece on one final printed program (for the Recording Studio).

After Hearing is Passed and No Later than Ten Days before Recital

- ___ 10. Turn in the **27 correct** final printed programs (includes 20 shrink-wrapped programs, 1 signed program by applied teacher, 1 program with timings), and signed Recital Reservation Form to the Administrative Assistant (McCrary Lobby). **All items must be turned in at the same time.** Programs will be checked and Recital Reservation Form will be signed.
- ___ 11. Send a PDF file of final program to Ruth.Tucker@baylor.edu

Dress rehearsals cannot be scheduled until #10 and #11 have been fulfilled.

Program Specifications

Programs not meeting these specifications will be returned to you to be reprinted.

- Must use program template
- Camera-ready master must be printed on laser printer
- Must use School of Music paper (purchase from The Copy Center)
- Printer must cut to exactly 6 ¼" x 9 ½" centered
- Must use Palatino font for all text except recital type and fulfillment statement, which is to be Zapf Chancery
- Minimum font size: 9
- Recitalist's name and instrument in largest font
- Names and instruments of all other performers as indicated on template
- Correct type of recital: Senior, Junior, BME, Church Music, BA, Special
- Names of all pieces and movements to be performed
- Full names of all composers with their birth and death dates
- Full name of arranger in addition to composer's name/dates, if piece is arranged
- Intermission or interval, if needed
- Fulfillment statement in Zapf Chancery
- Name of recitalist's teacher: (Your name) is a student of (teachers' first/ last name)
- Complete date, place, and time of recital in **CAPS**
- Faculty acknowledgement, if faculty member performs
- No unnecessary information or symbols added (i.e. receptions, stars, etc.)
- If 2 pages are needed, request The Copy Center to print front to back; submit 1 extra final program