

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 Time: _____ to _____
 ___ Recital Hall II
 ___ Meadows Hall
 ___ *Jones Hall

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 Time: _____ to _____
 ___ Meadows Hall ___ *Jones Hall

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

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 _____

4. SCHEDULE REHEARSALS

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

Rehearsals: Senior B.M.= 3 Hrs. Location: Roxy Grove _____
 All others degree recitals = 2 Hrs. Recital Hall II _____
 Meadows Hall _____
 *Jones Hall _____

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 questions, please see Dr. Georgia Green, Associate Dean for Academic Affairs (WHE 128).

Procedure Checklist

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

- ___ 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 and MERC) if needed.
- ___ 3. **Take a copy to your applied teacher for further proofing.**

When Hearing is Passed

- ___ 4. **Take master copy for final proofing to the Administrative Assistant (McCrary Lobby) 8:30-11:30 and 1:30-4:30.**
- ___ 5. Take master copy to Central Duplication (Morrison Hall, Room 150). Allow 24 hours for printing. Kinko's may be used if official music paper is purchased from Central Duplication.
- ___ 6. 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 1/4" x 9 1/2" size and **shrink wrap 20 of the programs.**
- ___ 7. **Applied teacher's signature is required on one final printed program.**
- ___ 8. 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

- ___ 9. 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.
- ___ 10. **Dress rehearsals cannot be scheduled until #9 has 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 Central Duplication)
- Printer must cut to exactly 6 1/4" x 9 1/2" 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 (teacher's 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 Central Dup. to print front to back; submit 1 extra final program