

Recital Program Procedure

Graduate Students

The layout and printing of student recital programs are the responsibility of the performer. Students are required to follow this new 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

45 Days Before Recital

- ___ 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. Print a copy of your preliminary program.
- ___ 4. Write in the timing for each piece on your preliminary program.
- ___ 5. Submit a copy to applied teacher for further proofing and make corrections as needed.
- ___ 6. Acquire signatures of graduate committee members and Dr. David Music, Dir. of Graduate Studies.
- ___ 7. Submit your **signed** preliminary program to the Administrative Assistant (McCrary Lobby)

17 Days Before Recital

- ___ 8. Print a master copy of program.
- ___ 9. 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.
- ___ 10. Print the quantity of programs you need plus the 26 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.

15 Days Before Recital

- ___ 11. Write in timing for each piece on one final printed program (for the Recording Studio).
- ___ 12. Take these items to the Administrative Assistant (McCrary Lobby): 26 correct final printed programs (includes 20 shrink-wrapped programs and 1 program with timings). **All items must be submitted at the same time.** Programs will be checked and Recital Reservation Form will be signed.
- ___ 13. Dress rehearsals cannot be scheduled until #12 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: Graduate or 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

RECITAL RESERVATION FORM

Graduate Students

Please refer to the Graduate Handbook on the School of Music website for details on recital guidelines and procedures.

Name: _____ Local Phone: _____

Instrument: _____

1. SCHEDULE RECITAL

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

2. PRELIMINARY PROGRAM

Preliminary Program (with timing) must be signed by the graduate committee and the Director of Graduate Studies and submitted to the Administrative Assistant (McCrary Lobby) no later than 45 days prior to the recital date.

3. PROGRAMS

Submit this Recital Reservation Form with 26 correct final printed programs (**see Program Procedure on reverse**) to the Administrative Assistant (McCrary Lobby) no later than 2 days after passing the hearing, if applicable, or 15 days prior to the recital. Failure to do so will prevent you from being able to schedule dress rehearsals.

26 Final Programs submitted: ___/___/___ Received by _____

4. SCHEDULE REHEARSALS

Rehearsal times may be reserved with the Administrative Assistant (McCrary Lobby) once the signed preliminary program, 26 correct final printed programs, and this form have been submitted.

Rehearsals: 4 hours

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

Date: ___/___/___

Time: _____ to _____

Date: ___/___/___

Time: _____ to _____

Date: ___/___/___

Time: _____ to _____

Date: ___/___/___

Time: _____ to _____

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