

## Recitals

**You must enroll in the recital course that corresponds to your applied music course during the semester that you present your recital. You will not be allowed to schedule your recital if you are not enrolled.** Please consult the University Catalog for further information.

### **Scheduling / Reserving a Hall**

All reservations for recitals are made through the Administrative Assistant (McCrary Lobby) between the hours of 8:30 a.m. and 11:30 a.m., and 1:30 p.m. and 4:30 p.m. Monday through Friday.

Recitals may not be scheduled against a faculty or ensemble performance.

### Exceptions

Any deviations from the specified policies must be approved by the Associate Dean of Operations.

### Scheduling Recitals

Recitals must be presented on or before the last day of classes in a semester, with the exception of spring semesters in which the last class day is Friday. In that case, recitals may be scheduled on Saturday and Sunday following the Friday which is the last class day. No one will be allowed to schedule a recital unless he/she is enrolled in the appropriate recital course. Any exception to this policy must be approved by the Associate Dean for Operations. Student degree recitals for the **Fall 2013 and Spring 2014** semester may be scheduled as follows.

Tuesday, September 3:	All graduate recitals; Sr. BM Piano recitals
Wednesday, September 4:	Sr. BM recitals – Performance Majors only
Thursday, September 5:	BME recitals and other Senior BM recitals (Comp; Church Music)
Friday, September 6:	All Junior recitals and BA recitals
Tuesday, September 10:	Special recitals and any other non-degree student recitals
Tuesday, January 21:	All graduate recitals; Sr. BM Piano recitals
Wednesday, January 22:	Sr. BM recitals – Performance Majors only
Thursday, January 23:	BME recitals and other Senior BM recitals (Comp; Church Music)
Friday, January 24:	All Junior recitals and BA recitals
Tuesday, January 28:	Special recitals and any other non-degree student recitals

An Undergraduate Recital Reservation Form must be obtained from the Administrative Assistant (McCrary Lobby) at the time your recital is scheduled. **Once a recital is scheduled on the School of Music calendar, a \$25.00 fee will be assessed for every change.**

A recital reservation will include a thirty (30) minute setup time before the program and a thirty (30) minute breakdown and storage time after the program. An additional thirty (30) minutes of setup time may be requested for percussion and composition recitals.

#### Location and Time

Senior BM Recitals may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II at any time on Monday through Saturday or prior to 6:00 p.m. on Sunday. All other degree recitals must be scheduled so that the halls are vacated prior to 7:00 p.m.

Recitals occurring in other on-campus venues must be approved by the Associate Dean for Operations and scheduled with the Administrative Assistant (McCrary Lobby). All off-campus venues must be approved by the Associate Dean. It may not be possible for the School of Music to provide recording services for off campus recitals. At the time an off campus request is approved, the Associate Dean for Operations will advise students if it is necessary for them to secure their own recording services.

There is no cutoff date for giving non-degree recitals in the fall semester. Non-degree recitals may not be presented after March 16 during the spring semester. Performances may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II on Monday through Friday. The time must be scheduled so that the halls are vacated prior to 6:15 p.m.

#### Length of Recital

A maximum of fifty (50) minutes and a minimum of forty (40) minutes of music is required for a Senior BM recital. All other degree recitals may not exceed twenty-five (25) minutes of music.

### Scheduling Hearings

Hearings may be scheduled with the Administrative Assistant (McCrary Lobby) thirty (30) days prior to the recital date. Hearing must be passed a minimum of fifteen (15) days before the recital. **Vocal students must obtain a Student Recital Hearing Scheduling Form from the Vocal Office or from the School of Music website under Current Students.**

### Scheduling Rehearsals

#### Hearing Rehearsals

Rehearsal time may be reserved at the time the hearing is scheduled or a maximum of 15 days before the hearing. Scheduled rehearsal time for hearings will be deducted from the allocated rehearsal hours.

An Undergraduate Recital Reservation Form must be submitted to the Administrative Assistant (McCrary Lobby) in order to schedule recital hearing rehearsals.

#### Recital Rehearsals

Recital rehearsal time may be scheduled once the hearing is passed and the signed Recital Reservation form and 27 correct final printed programs have been submitted to the Administrative Assistant (McCrary Lobby).

Up to three (3) hours of rehearsal time (including setup and breakdown) in the hall for Senior BM recitals may be distributed as the performer desires. All other undergraduate recitals may schedule up to two (2) hours of rehearsal time (including setup and breakdown) in the hall. In the event of unusual setup and breakdown circumstances, an additional thirty (30) minutes of time may be reserved for each rehearsal.

A signed Undergraduate Recital Reservation Form must be submitted to the Administrative Assistant (McCrary Lobby) in order to schedule recital rehearsals.

### Collaborative Pianists

Pianists are to be contacted early in the recital planning process; they are to be given music a minimum of **six weeks in advance of the hearing** in order to

allow for their optimum preparation. All fees and arrangements for payments are the responsibility of the student and are to be discussed in advance. All collaborating musicians' names are to be included on any programs, advertisements, flyers, etc.; the term "assisted by" should not be used under any circumstances, and the term "pianist" should be used instead of "accompanist."

## **Recital Programs**

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 (Roxy Grove 113).

### *Before Hearing (Undergraduates only)*

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. Make any final corrections as needed after hearing is passed.
5. **Take master copy for final proofing to** Administrative Assistant (McCrary Lobby).
6. Take master copy to The Copy Center (Morrison Hall, Room 150, Monday-Friday, hours 7:30-6:00) at least 24 hours in advance of due date. Kinko's may be used if official music paper is purchased from The Copy Center.
7. Request Central Duplication or other printer to print on music paper the quantity of programs you need plus the **27** we need, to cut all to centered 6 1/4" x 9 1/2" size, and to **shrink-wrap 20 of the programs.**
8. **Applied teacher's signature is required on one final printed program and the recital reservation form.**
9. Write in timing for each piece on one final printed program (for 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). Programs will be checked and Recital Reservation Form will be signed. **Dress rehearsals cannot be scheduled until #10 has been completed.**

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 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 The Copy Center to print front to back; submit 1 extra final program. If 2-page joint recital, submit 2 extra final programs.

**Recording**

A member of the School of Music recording studio staff will make an audio recording of each approved performance, with the possible exception of off campus recital venues (please refer to policy for off campus recitals on page 13 for more information.) Staff members will be available thirty (30) minutes before the performance to assist with pre-concert setup of recording equipment, and for thirty (30) minutes following the concert to assist with recording equipment

breakdown and storage. The School of Music **does not** provide video taping of performances. **Assistance for stage setup, ushers, and house managers are the responsibility of the performer.**

### **Special Instruments**

The Dowd harpsichord is available for use only in Roxy Grove Hall. The Collegium harpsichord is also available for use in School of Music sponsored functions. Anyone wishing to use the harpsichords should contact Dr. Jann Cosart at least thirty days in advance of the performance. Requests for harpsichord tuning should be submitted to the piano technician at least thirty days in advance of the performance. The Harpsichord Request Form and Instructions for Completing and Submitting the On-Line Piano and Harpsichord forms are located on the School of Music website under Current Students.

The Hamburg Steinway concert grand in Roxy Grove Hall is to be used only for faculty and piano degree recitals.