

Vocal Division  
School of Music  
Baylor University

**STUDENT RECITAL HEARING SCHEDULING FORM**

(Please note deadlines listed)

Student \_\_\_\_\_ Phone \_\_\_\_\_ Teacher \_\_\_\_\_

**Type of Recital:** Jr./BM Sr./BM BME BM Church BA non-degree

Accompanist \_\_\_\_\_ Phone \_\_\_\_\_

**Recital Date** \_\_\_\_\_ **Hall:** \_\_\_\_\_ (scheduled with Ruth Tucker, McCrary Lobby)

Combined Recital with \_\_\_\_\_ his/her teacher: \_\_\_\_\_

**Keyboard Instruments to be used:**

piano organ harpsichord\* fortepiano\* (\*not available in Meadows or RH2)

Other participants in your recital and their instruments / voice type:

\_\_\_\_\_  
\_\_\_\_\_

**Stage Managers\*:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

\*2 responsible people who will commit to help; one of them must know how to set the lights as well as help move piano, stands, etc.! Ask your teacher to help show them in advance.

**Hearings must be passed a minimum of fifteen (15) days before the recital. The following time slots are preferred for your hearing:**

Thursdays: 4:00, 5:00 p.m.

(Teachers and students: When scheduling hearings, please be sure to check the calendar for any major School of Music events and holidays).

After checking with all recital participants, list **preferred hearing date, one alternate date** and your teacher will schedule it for you based on availability of the School of Music calendar.

<b>Desired Date</b> (Thurs only)	<b>Desired Time</b> (use above given times only)	<b>Desired Hall</b> (RGH, RH2, Meadows)
<b>1.</b>		
<b>2.</b>		

\*You are responsible for submitting requests for harpsichord and fortepiano. Refer to the handout given by Mrs. Tucker at the time of your recital set up. Instructions and the online forms are available on the School of Music website under Current Students.

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**UNDERGRADUATE RECITAL HEARING  
SCHEDULING PROCEDURES**

**Timing**

Your hearing must take place at least **15 calendar days** before your recital date.

Schedule your hearing with your teacher and Ruth Tucker as early as possible in the semester.

*Please do not allow your family to make any travel plans for your recital until you have **passed** your hearing.* If you need to schedule your hearing earlier to ensure certain air fares, do so.

**Guidelines**

Refer to the "Undergraduate Student Handbook" (recital section) on the School of Music website for exact information about:

- \* Reserving the hall for recital and hearing
- \* Programs
- \* Recording

**Hearing Times**

The following time slots are preferred for your hearing:

Thursdays: 4:00, 5:00 p.m.

**All participants in your recital must attend your hearing.**

**Faculty Committee**

See the attached sheet for Voice Faculty Hearing Committees.

Notify the Committee **at least 2 weeks before your hearing date.**

**Piano Technician:**

If you will be using harpsichord or fortepiano, it is your responsibility to contact the piano technician to request that those instruments be tuned and available for your hearing and recital. **Requests for harpsichord should be submitted to Dr. Jann Cosart at least 30 days in advance of the performance.** Requests for tuning should be submitted to the piano technician at least 30 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.

**To the hearing**

Bring the **Recital Reservation Form** from (Ruth Tucker, McCrary Lobby), for faculty signatures

Bring 4 copies of

- \*Your recital program as it will appear
- \*Translations of all works in a foreign language
- \*Any program notes you intend to distribute at the recital

*(see overleaf for "Checklist")*

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***STUDENT RECITAL / HEARING  
CHECKLIST***

\_\_\_\_\_ Scheduled recital date with Ruth Tucker, McCrary Lobby.

\_\_\_\_\_ Warned family and friends not to purchase non-refundable airline tickets yet.

\_\_\_\_\_ Found 2 reliable students who will be my stage managers for the recital.

\_\_\_\_\_ Scheduled hearing date with my teacher and Ruth Tucker and informed all recital participants of hearing date and time.

\_\_\_\_\_ Distributed hearing notification slips to Voice Faculty Committee  
(**at least 2 weeks before hearing**).

\_\_\_\_\_ Scheduled rehearsal times in the hall with Ruth Tucker.

\_\_\_\_\_ Prepared program and program notes, making 4 copies for hearing.

\_\_\_\_\_ Passed hearing.

\_\_\_\_\_ **AFTER HEARING IS PASSED:**

Make any final corrections and take a master copy of program for final proofing to Ruth Tucker.  
After programs are printed submit the following to Ruth Tucker:

- \* completed and signed "Recital Reservation Form"
- \* 20 shrink-wrapped programs (printed) (which will be bound by the Music School)
- \* 5 loose programs (+ 2 if doing joint recital, or if program is front and back)
- \* 1 program with my teacher's signature
- \* 1 program with timings for all pieces

\_\_\_\_\_ If using harpsichord or fortepiano, notified piano technician for tuning.

\_\_\_\_\_ Scheduled any remaining rehearsal time in the hall with Ruth Tucker using  
"Recital Reservation Form."

\_\_\_\_\_ **DAY BEFORE RECITAL:** called stage managers & participants to remind them.

\_\_\_\_\_ **RECITAL DAY** - 45 minutes before begin:

- \* Place programs at the back of the hall.
- \* Check light settings
- \* Make sure all necessary chairs and stands are in place
- \* Give stage managers programs for backstage and discuss how they can help

***RELAX AND ENJOY YOUR RECITAL!***

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RECITAL HEARING COMMITTEES 2013-2014

Complete the form below and distribute it to your committee (the one with your teacher on it)  
**at least 2 weeks** before your hearing date.

If a professor is not given due notice, he/she is not obligated to attend, and your hearing will be canceled.

**GOLD COMMITTEE**

Robert Best  
Jamie Van Eyck  
Deborah Williamson  
Randall Umstead

**GREEN COMMITTEE**

Soon Cho  
Jack Coldiron  
Kathy McNeil

*Detach here*

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Dear Professor \_\_\_\_\_,

The following hearing has been scheduled for \_\_\_\_\_,

a student of \_\_\_\_\_.

Hearing Date: \_\_\_\_\_

Hearing Time: \_\_\_\_\_

Hearing Place: \_\_\_\_\_

Type of Recital: \_\_\_\_\_

If you cannot attend, please be so kind as to arrange for a substitute committee member and inform the teacher of your substitute.