

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

\*You are responsible for reminding Ruth Tucker, McCrary Lobby, 2 weeks before your date if harpsichord or fortepiano need to be available and tuned for your recital.

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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, 2 weeks prior to your hearing to request that those instruments be tuned and available for your hearing and recital.

**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 2011-2012

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**

Jack Coldiron  
Jerry Gordon  
Deborah Williamson

**GREEN COMMITTEE**

Robert Best  
Soon Cho  
Daniel Scott  
Randall Umstead

*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.