

UNDERGRADUATE

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.

Reserving a Hall

You are limited to the venues under the administration of the School of Music: Roxy Grove Hall, Recital Hall II, Meadows Recital Hall, Jones Concert Hall (organ and percussion only, or by permission from the Associate Dean of Operations). All recital reservations are made by completing and submitting the ***Recital Scheduling Form***. This form is an editable PDF, which means you will need to open it in *Adobe Acrobat* in order to fill it out. All required fields on this form must be completed in order for this form to be accepted and processed (see the sample form on the next page). Please note the check boxes under each alternate time slot to indicate flexibility in start and end times. The more flexible you are with times the more likely you are to get your first or second choice of date and venue. After filling out this form, click the SUBMIT button at the bottom of the page to load it into your email application as an attachment. If for whatever reason the SUBMIT button does not work for you, you may email the form as an attachment to:

MusicRecitals@baylor.edu

Note that submitting the form anytime before 7:00 AM (even 6:59 AM) on the day and date specified by the School of Music for your type of recital will result in your form not being accepted for processing. After submitting your form, you will be contacted by Mrs. Tucker regarding the date, time, and place for your recital; or regarding any issues that need to be addressed with your request.

Students may schedule recitals for the **Fall 2018** and **Spring 2019** semesters by submitting/emailing the ***Recital Scheduling Form*** no sooner than 7:00 AM on the following days, or any day or time thereafter:

Tuesday, September 4	All graduate recitals; Sr. BM Piano recitals
Wednesday, September 5	Sr. BM recitals – Performance Majors only
Thursday, September 6	BME recitals and other Senior BM recitals (Comp; Church Music)
Friday, September 7	All Junior recitals and BA recitals
Tuesday, September 11	Special recitals and any other non-degree student recitals
Tuesday, January 22	All graduate recitals; Sr. BM Piano recitals
Wednesday, January 23	Sr. BM recitals – Performance Majors only
Thursday, January 24	BME recitals and other Senior BM recitals (Comp; Church Music)
Friday, January 25	All Junior recitals and BA recitals
Tuesday, January 29	Special recitals and any other non-degree student recitals

RECITAL SCHEDULING SUBMISSION FORM

*** Forms submitted before their scheduled time will not be accepted ***

Last Name	First Name		
Your mobile phone number	Your email address		
Your BU ID #	Class (menu)	Type of Recital you are Scheduling:	Pull-Down Menu

Your Private Lesson Teacher's Name and Email Address:

Applied Teacher's Name	Applied Teacher's Email Address
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*** All fields above must be completed ***

First Choice (required) (required) (required)
Date: Time: Place: Alt. Place (opt)
Start time may be moved earlier: 30 60 90 120 --or-- later: 30 60 90 120
(minutes) (minutes)

Second Choice (required) (required) (required)
Date: Time: Place: Alt. Place (opt)
Start time may be moved earlier: 30 60 90 120 --or-- later: 30 60 90 120
(minutes) (minutes)

Third Choice (required) (required) (required)
Date: Time: Place: Alt. Place (opt)
Start time may be moved earlier: 30 60 90 120 --or-- later: 30 60 90 120
(minutes) (minutes)

*** Forms submitted without all required fields completed will not be accepted ***



By checking this box, I acknowledge and agree to abide by the School of Music policy of no receptions outside of performance venues **(required)**

Scheduling Recitals

No one will be allowed to schedule a recital unless he/she is enrolled in the appropriate recital course. 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 this case recitals may be scheduled on Saturday and Sunday following the last day of class. Recitals may be scheduled against faculty or ensemble performances. The only restrictions in scheduling student recitals are that they not to conflict with Distinguished Artist Series (DAS) events, and that they conclude by 6:00 PM on Sunday evenings. Be aware of the impact scheduling against other programs might have on attendance at your recital, and how scheduling conflicts will impact other participants you are collaborating with.

When determining your recital date, first consult with your applied teacher. You may wish to use the **Recital Scheduling Approval Form** in order to find agreeable dates and times with your professor. You must also be cognizant of the commitments you have for the semester in terms of your large ensembles, chamber music, and studio or departmental commitments. Consult the syllabi for your courses, which are required to have all dates specified that require your attendance inside or outside of class time.

Grace Period

There will be a two-week Grace Period at the beginning of each semester in which you can rearrange your recital date, time, or venue without penalty. After this Grace Period, a \$100 fee will be assessed for every change you make to a reserved event. The Grace Periods for each semester are as follows:

Fall: Tuesday, September 4 thru Monday, September 17, at 5:00 PM

Spring: Tuesday, January 22, thru Monday, February 4, at 5:00 PM

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.

Exceptions

Exceptions to any of these policies must be approved by the Associate Dean for Operations.

Using the **Astra** Electronic Calendar

The School of Music utilizes the *Astra* electronic calendar provided by the University as its primary scheduling tool. This calendar is the only source that is up-to-date and provides real-time information on all events that are scheduled within the school. Students are encouraged to use this calendar to investigate possible recital dates, times, and locations.

- Go to: <https://adastra.baylor.edu/ScheduleProd/Portal/GuestPortal.aspx>
- User Name: musicfac Password: music (all lower-case)
- Click the **CALENDARS** tab
- Click the **Scheduling Grids** link

NOTE: In order to view the *Astra* calendar, you have to be on the university network (via *AirBear* or a direct line connection).

Location and Time

All degree 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. 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 of Operations. It is not possible for the School of Music to provide recording services for off-campus recitals. Off-campus recitals will also not be included in School of Music publications such as *Music This Week*, website, or social media publicity.

There is no cutoff date for giving non-degree recitals in the fall semester; in the spring semester the cutoff date is March 31. Non-degree recitals may not be presented after March 31. Performances may be presented in Meadows Lecture/Recital Hall, Roxy Grove Hall, or Recital Hall II on Monday through Saturday, or prior to 6:00 p.m. on Sunday.

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, with the *overall length not to exceed 60 minutes including intermissions and stage time*. All other degree recitals may not exceed twenty-five (25) minutes of music, with the *overall length not to exceed 30 minutes including intermissions and stage time*.

Scheduling Hearings – required for undergraduates only

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 complete a **Vocal Recital Hearing Form** available on the School of Music webpage for current students under *Recital Information*.

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 procedure and its specifications listed below. If you have any questions, please see the Associate Dean for Academic Affairs (RG107).

Before Hearing (Undergraduates only)

1. Type program information in program template (on School of Music website under Current Students).
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 the Copy Center 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.
11. **Send a PDF file of final program to MusicRecitals@baylor.edu**

Dress rehearsals cannot be scheduled until #10 and #11 have 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 our campus recitals on p. 30 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.**

Receptions

The School of Music does not permit students to sponsor receptions outside of performance venues following recital programs. Post-recital receptions must be done either off-campus, or in another venue on-campus outside of the School of Music. **Students who do not comply with this policy are subject to a fine of \$250.**

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.