

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
☐ Recital Hall II
☐ Meadows Hall
☐ *Jones Hall

Time: _____ to _____

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 30 days prior to the recital date.

3. SUBMIT PROGRAMS

Submit this Recital Reservation Form with 27 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.

27 Final Programs submitted: __/__/__ Received by _____

PDF File submitted: __/__/__ Received by _____

4. SCHEDULE REHEARSALS

Rehearsal times may be reserved with the Administrative Assistant (McCrary Lobby) once the signed preliminary program, 27 correct final printed programs, PDF file, and this form have been submitted.

Rehearsals: 4 hours

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

Date: __/__/__ Time: _____ to _____

Date: __/__/__ Time: _____ to _____

Date: __/__/__ Time: _____ to _____

Date: __/__/__ Time: _____ to _____

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

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 procedure and its specifications listed below. If you have any question, please see the Associate Dean for Academic Affairs (Roxy Grove 107).

Procedure Checklist

30 Days Before Recital

- ___ 1. Type program information in program template (download from 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 & MERC, or by searching for programs at <http://digitalcollections.baylor.edu/>) 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 on preliminary program. The Director of Graduate Studies signs only after the committee has signed it. All signatures must be obtained at least 17 days before the recital.
- ___ 7. Inform the Graduate Program Administrative Associate (WHE 104) and your committee of the date, time and location.
- ___ 8. Submit your **signed** preliminary program to the Administrative Assistant (McCrary Lobby).

17 Days Before Recital

- ___ 9. Print a master copy of program.
- ___ 10. Take master copy to The Copy Center (Morrison Hall Room, 150) Allow 24 hours for printing. Kinko's may be used if official music paper is purchased from The Copy Center.
- ___ 11. Print the quantity of programs you need plus the 27 we need. Programs must be printed on School of Music paper. Cut all to centered 6 ¼" x 9 ½" size and shrink wrap 20 of the programs.

15 Days Before Recital

- ___ 12. Write in timing for each piece on one final printed program (for the Recording Studio).
- ___ 13. Take these items to the Administrative Assistant (McCrary Lobby): 27 correct final 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.
- ___ 14. **Send a PDF file of final program to MusicRecitals@baylor.edu**
- ___ 15. Dress rehearsals cannot be scheduled until #13 and #14 have 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 The Copy Center)
- Printer must cut to exactly 6 ¼" x 9 ½" centered
- Must use Palatino font for all text except recital type and fulfillment statement, which are 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 (teachers' 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