RECITAL RESERVATION FORM
Undergraduate Students

Please refer to the Undergraduate Student Handbook for details on recital guidelines and procedures on the School of Music website.

Name: ________________________________  Local Phone: ________________

1. SCHEDULE RECITAL
   Instrument: ____________________________  Teacher: __________________
   Type of Recital:  Sr BM  Jr BM  BME  Church Music  BA  Non-Degree
   Recital Date: ___/___/___  Location:  ______Roxy Grove  Time: _____ to _____  
   ______Recital Hall II  
   ______Meadows Hall  
   ______*Jones Hall

2. SCHEDULE HEARING
   Hearing must be passed a minimum of 15 days before the recital. The hearing and hearing rehearsals may be reserved 15 days before the hearing. Voice students (only) must obtain a Hearing Scheduling Form from the Vocal Office.
   Rehearsal: ___/___/___  Location:  ______Recital Hall II  ______Roxy Grove  Time: _____ to _____  
   ______Meadows Hall  ______*Jones Hall
   Hearing Date: ___/___/___  Location:  ______Recital Hall II  ______Roxy Grove  Time: _____ to _____  
   ______Meadows Hall  ______*Jones Hall
   Hearing Passed: ___/___/___  Teacher: ____________________________  Committee: ______________________

3. SUBMIT RECORDING FEE AND PROGRAMS
   After the hearing has been passed, and no later than 10 days before your recital, submit this signed Recital Reservation Form with recording fee and 27 correct final printed programs (see Program Procedure on reverse) to Debbie Dunham, (WHE 304-8-12; WHE 206, 1-5 p.m.). Failure to do so will prevent you from being able to schedule dress rehearsals with Linda Dreyer (McCrary Lobby).
   27 Final Programs submitted: ___/___/___  Received by ____________________________
   Recording fee paid: ___/___/___  Paid $_____  Received by ____________________________

4. SCHEDULE REHEARSALS
   Rehearsal times may be reserved with Linda Dreyer (McCrary Lobby) once this form, the recording fee, and 27 correct final printed programs have been submitted to Mrs. Dunham.
   Rehearsals:  Senior B.M.= 3 Hrs.  Location:  Roxy Grove ______
   All others degree recitals = 2 Hrs.  Recital Hall II_______
   __________________
   Meadows Hall_______  *Jones Hall ______
   *Percussion and organ recitals only as approved by respective professors.

8/1/05
Recital Program Procedure
Undergraduate 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 questions, please see Dr. Georgia Green, Associate Dean for Academic Affairs (WHE 128).

Procedure Checklist

Before Hearing  (Voice students (only) must obtain a Hearing Scheduling Form from the Vocal Office.)

___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. Take master copy for final proofing to Debbie Dunham (WHE 304 8-12; WHE 206 1-5 p.m.).
___5. Take master copy to Central Duplication (Morrison Constitution Hall Room 150). Allow 24 hours for printing.

Kinko’s may be used if official music paper is purchased from Central Duplication.
___6. 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 1/4” x 9 1/2” size and shrink wrap 20 of the programs.
___7. Applied teacher’s signature is required on one final printed program.
___8. Write in timing for each piece on one final printed program (for the Recording Studio).

After Hearing is Passed and No Later than Ten Days Before Recital

___9. Turn in the 27 correct final printed programs (includes 20 shrink-wrapped programs, 1 signed program by applied teacher, 1 program with timings), appropriate recording fee, and signed Recital Reservation Form to Mrs. Dunham.

All items must be turned in at the same time. Programs will be checked and Recital Reservation Form will be signed.
___10. Take signed Recital Reservation Form to Linda Dreyer (McCrary Lobby) to schedule dress rehearsals. Dress rehearsals cannot be scheduled until #9 has been fulfilled.

Recording Fees

$50 Senior & Special Recitals
$40 Junior, BME, Church Music & BA Recitals
$40 ea. Joint Recitals

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 Central Duplication)
- 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 Central Dup. to print front to back; submit 1 extra final program

8/1/05