RECITAL RESERVATION FORM
Graduate Students

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

Name: ____________________________     Local Phone: ________________

Instrument: ____________________________

1. SCHEDULE RECITAL
   Recital Date: ___/____/___  Location:  
   __Roxy Grove  Time: ______ to ______
   __Recital Hall II
   __Meadows Hall
   __*Jones Hall

2. PRELIMINARY PROGRAM
   Preliminary Program (with timing) must be signed by the graduate committee and the Director of Graduate Studies and submitted to Debbie Dunham (WHE 304 8-12; WHE 206, 1-5 p.m.) no later than 45 days prior to the recital date.

3. RECORDING FEE AND PROGRAMS
   Submit this Recital Reservation Form with recording fee and 26 correct final printed programs (see Program Procedure on reverse) to Debbie Dunham (WHE 304 8-12; WHE 206, 1-5 p.m.) 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 with Linda Dreyer, (McCrary Lobby).

   26 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 the signed preliminary program, recording fee, 26 correct final printed programs, and this form have been submitted to Mrs. Dunham.

   Rehearsals: 4 hours  Location:  
   __Roxy Grove  
   __Recital Hall II
   __Meadows Hall
   __*Jones Hall

   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 new 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

45 Days Before Recital
____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. 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 and Dr. David Music, Dir. of Graduate Studies.
____7. Submit your signed preliminary program to Debbie Dunham (WHE 304 8-12; WHE 206 1-5 p.m.)

When Hearing is Passed or 17 Days Before Recital
____8. Make any final corrections as needed after hearing is passed.
____9. Print a master copy of program on laser printer.
___10. 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.
___11. Print the quantity of programs you need plus the 26 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.

Two Days After Hearing or 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 Mrs. Dunham: 26 correct final printed programs (includes 20 shrink-wrapped programs and 1 program with timings) and $50 recording fee ($50 ea. if joint recital). All items must be submitted at the same time. Programs will be checked and Recital Reservations Form will be signed.
____14. Take signed Recital Reservation Form to Linda Dreyer (McCrary Lobby) to schedule dress rehearsals. Dress rehearsals cannot be scheduled until #13 has 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 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: 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 (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