



STUDENT RECITAL PROCEDURES

RECITAL FEE

A \$32.00 fee will be charged for all required Junior, Senior and Graduate recitals and all non-required recitals approved for department sponsorship by a major applied professor. Recital programs, posters and the cost of taping are covered by the recital fee. Students will receive one cd copy of the recital tape as part of the fee. This fee is to be paid upon completion of the hearing and approval of the recital by the hearing committee.

REQUIRED JUNIOR RECITALS (BMus in Performance Only)

1. Junior recitals will be held on Mondays and Thursdays at 5:00 p.m. Alternate day(s) and time(s) may be requested through the Music Executive Committee--forms are available in the Music Office.
2. Recitals will be held to a maximum of 50 minutes.
3. Required Junior recitals will be taped. Cost is covered by the recital fee. The DAT master tape is the property of the University and will be retained in the Music Library.

REQUIRED SENIOR RECITALS (BMus in Performance, Composition*)

1. Senior recitals will be held on available evenings and weekend afternoons. Dates will be booked after major departmental calendar has been established for each quarter.
2. Senior recitals will be taped. Cost is covered by the recital fee. The DAT master tape is the property of the University and will be retained in the Music Library.

GRADUATE THESIS RECITALS*

1. Graduate Thesis recitals will be held on available evenings and weekend afternoons. Dates will be booked after major departmental calendar has been established for each quarter.
2. Graduate Thesis recitals will be taped. Cost is covered by the recital fee. The DAT master tape is the property of the University and will be retained in the Music Library.

NON-REQUIRED RECITALS

1. Non-required recitals must have the approval of the applied instructor for departmental sponsorship.
2. Non-required recitals will be held on Mondays and Thursdays at 5:00 p.m. and will be scheduled after all required events have been placed on the calendar.
3. Non-required recitals will be taped. Cost is covered by the recital fee. The DAT master tape is the property of the University and will be retained in the Music library.

***COMPOSITE GRADUATE THESIS AND UNDERGRADUATE COMPOSITION TAPES**

Students in the Undergraduate Composition program and students in Graduate programs which utilize a composite tape for the thesis are not subject to the above conditions. Contact the Music Library for information about composite tape procedures.

Student Recital Procedures continues on the reverse side

STUDENT RECITAL PROCEDURES (cont.)

SCHEDULING

Recital application deadlines are:

Fall Quarter	October 1
Winter Quarter	December 1
Spring Quarter	March 1

Applications received after the above dates will not be considered.

2. Required Junior, Senior and Graduate recitals will be scheduled first. Approved non-required recitals will be scheduled after all major concerts, events and required recitals have been scheduled. No student recital shall be scheduled in conflict with a rehearsal or performance of a major performing ensemble.
3. **FAILURE TO MEET THE PERFORMANCE DATE ASSIGNED WILL RESULT IN POST-PONEMENT OF RECITAL INTO THE NEXT ACADEMIC QUARTER.**

PROCEDURES

1. Complete the attached **Student Recital Request** form (pink). This form must be signed by your Faculty in Charge (applied instructor) **and** the area coordinator **and** the other performers in your recital. At this time you will select a **Hearing Committee** member. (Graduate recital hearing committee is the thesis committee.) Recital dates will be assigned based in part upon the date the request form is received by the music office.
2. After the recital date has been confirmed by the Music Office, you and your committee chairman are to determine the date of your required hearing which is to be held at least two weeks prior to the recital. Your committee chairman will inform the committee member(s) of the details of the hearing. At the time of the hearing you are to submit to your committee chairman the completed Program Copy form (green). At the conclusion of the hearing the committee will approve or disapprove the program. When the program has been approved, the Program Copy form is to be turned into the Music Office. **The \$32.00 Recital Fee is to be paid and names of ushers (2) are to be provided at this time.** Failure to pay the recital fee or to provide names of ushers may result in cancellation of the recital date reservation. **Ushers must be present at the recital or the house doors will not be opened to the public.**
3. Required Undergraduate Recitals
At the conclusion of your recital, have your committee chair sign the Recital Approval form (blue), attach a copy of your recital program and submit it to the Undergraduate Adviser for placement in your academic records.

Graduate Thesis Recitals

Provide your Thesis Approval card for committee members to sign, then submit it to the Graduate Adviser, Dr. Ed Rutschman.



APPLIED INSTRUCTOR: Please confirm that scheduling this recital during the quarter indicated meets with your approval and that you have informed the student of the hearing requirement.

Signature of Applied Instructor

Signature of Area Coordinator

STUDENT RECITAL REQUEST FORM

RECITAL TYPE (*check one*) Junior Senior Graduate Non-Required

DEGREE PROGRAM _____

NAME _____ **INSTRUMENT** _____ (If voice, indicate S A T or B)

FACULTY IN CHARGE (applied instructor) _____

List full names of all performers to be involved and instruments to be used below

NOTE: APPLIED INSTRUCTORS OF YOUR ASSISTANT PERFORMERS MUST APPROVE OF THEIR PARTICIPATION IN YOUR RECITAL. USE OF HARPSICHORD MUST BE APPROVED BY DAVID STEEGE OR PROFESSOR BERTIL van BOER.

PERFORMANCE DATES - Please provide three date options

1. _____ 2. _____ 3. _____

PLEASE NOTE: All Junior and Non-Required recitals will be held at 5 p.m. on Mondays and Thursdays. Senior and Graduate recitals will be held on available evenings and weekend afternoons. Any request for times other than indicated above must be submitted in writing to the Music Executive Committee.

ACCOMPANIMENT: Please confirm that your pianist (and all other performers involved in your recital) are available to perform on all three dates submitted above. Recitals will not be scheduled until signatures are received below by all names submitted on the Program Copy Form.

RESPONSIBILITIES

Students:

1. You must have a hearing **at least two weeks** prior to the scheduled recital date. In addition to your applied instructor as committee chair, please provide the name of one additional committee member:

2. Submit to the Hearing Committee the complete program for the recital in correct order. Signed Program Copy form (green) is to be submitted to the music office after the hearing, at which time the recital fee is also due.
3. Failure to meet the performance date assigned will result in postponement of the recital into the next academic quarter.

Faculty in Charge:

1. You are responsible for setting the hearing date and shall inform Hearing Committee of the date.
2. You are responsible for signing the Recital Approval form at the conclusion of the recital. The form and a copy of the program are to be submitted to the Music Office.



**College
of Fine and
Performing Arts**
Department of Music

Office use only

Program Copy and Hearing have been approved by the Committee.

(signature of committee chair)

Recital fee paid _____ (date)

Ushers (2) _____

PROGRAM COPY FORM

Please fill in all areas as you wish it to appear on your program. Your program will be created from this form, so any mistakes or incomplete/illegible areas will directly affect the quality of your program. Be sure to include a complete title, opus number, composer, birth and (if applicable) death dates of composer, movements, etc.

Name _____ Instrument _____

Instructor _____

Recital Type (*check one*) Junior Senior Graduate Faculty Visiting Artist Non-Required

PROGRAM
(in exact order)

SAMPLE

Title Violin Sonata in e minor K. 304 Composer Mozart, W.A. (1756-1791)

With Martin Katz, piano Arr. Forbes, Watson

Mvmnts Allegro; Tempo di Minuetto

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Title _____ Composer _____

With _____ Arr. _____

Mvmnts _____

Have more pieces? Please use the back of this page. Also, be sure to indicate an intermission where necessary.



RECITAL APPROVAL FORM

TO THE UNDERGRADUATE ADVISER:

_____ performed the attached recital program as scheduled.
The performance has been approved by the recital committee as meeting the requirements of
the Junior/Senior (circle one) Recital for the BMus degree in _____.

NOTE TO STUDENT: This form, complete with signature and attached program copy must be received by the Undergraduate Adviser in order for your recital to be accepted as partial fulfillment of the degree requirements.