

Department of Music

*** Student Recital Information ***

IMPORTANT: Before scheduling a recital date, please complete and have your applied instructor sign the Recital Request Form (top form, opposite side).

*****Office staff will help you check schedule availability.*****

RECITAL DATE: Bring the completed Recital Request Form to the music office, and office staff will reserve the date and performance hall. ***This form will be kept on file in the office until the hearing date.***

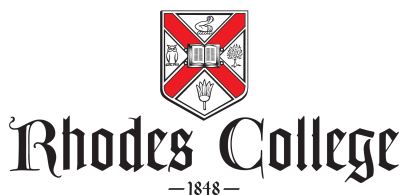
HEARING: Your hearing must take place no later than (4) weeks before your recital date. The hearing date and location must be determined with the help of your applied instructor and the area coordinator (instrumental, piano or voice). ******You must reserve the space for the hearing with the office, once the hearing date is agreed upon.******

PROGRAM:

The Department of Music will provide printed recital programs at no charge, as long as information is provided in the time frame required. Programs are printed on high-quality paper and are prepared in a standard departmental format. Please note all of the following:

- Submission Deadline: three (3) weeks before recital date
 - Include all pertinent information [office staff will email a recital template to you]:
 - Titles of each piece, and titles for “sub” works within a work
 - Composers’ full names, with dates as appropriate
 - Other performers’ names (and clear indication where they perform in the program)
 - Review your recital draft with your applied instructor before submitting to the office.
 - Provide your own copies of program notes and/or translations.
 - If you do not meet the program deadline, the office will charge a \$25.00 fee for preparing the program. You are also welcome to prepare and print your own recital program. ***This is not meant to be punitive, but only to encourage you to observe the deadline and enable us get work done as efficiently as possible!***
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RECEPTION: If you wish to have a reception (light refreshments only) following your recital, Room 112 across the hall from Tuthill is available. We only ask that you be courteous! Please clean the room thoroughly and restore to classroom set-up before you leave. ***You must reserve Room 112 through the music office.***



Department of Music

First Name: _____ Last Name: _____ Email: _____

Student Recital Request

Date: _____

_____ (*print student's name*) has my permission to schedule a recital. Performance of the recital is contingent upon successful performance of a hearing before the music faculty at least (4) weeks before the recital date.

Applied teacher's printed name:

Applied teacher's signature:

Possible recital dates:

1st choice: on ____/____/20____ at ____:____ pm

2nd choice: on ____/____/20____ at ____:____ pm

3rd choice: on ____/____/20____ at ____:____ pm

Student Recital Approval

(to be completed after passing recital hearing)

Date: _____

_____ (*print student's name*) has passed the required hearing and may perform a recital on the date scheduled.

Applied teacher's printed name:

Area coordinator's printed name:

Applied teacher's signature:

Area coordinator's signature:

(Both signatures are required.)