

## POLICY FOR SENIOR RECITALS

- 1) The studio teacher must give written approval by November 1 for a spring semester recital and by April 1 for a fall semester recital. The date and location for the recital will also be selected by these dates.
- 2) Each year when the department selects concert dates, a few possible senior recital dates will be scheduled and held open. They will be filled on a first-come, first-serve basis, once approval by the studio teacher has been secured. Every attempt shall be made to avoid end-of-the-semester overcrowding.
- 3) If the recital is to be shared by a number of students, or if a student is performing on more than one "instrument," approval from all appropriate studio instructors must be obtained before the recital can be scheduled.
- 4) The student should submit his/her program, name of accompanist, and name(s) of any other performers to the studio teacher for approval in the semester prior to the recital. The final program must be turned in to the studio teacher six (6) weeks prior to the recital. No substitutions or additions can be made after this date.
- 5) The Music Department will provide piano tuning and audio recording of the recital but the student is responsible for filling out all proper request forms and submitting them by the due dates. Recital programs and advertising posters can be duplicated on the departmental copier but creation of the original documents are the students responsibility.
- 6) Piano or organ tuning and custodial services for off-campus recitals are the responsibility of the student.
- 7) If using the Art Gallery, the student will be responsible for paying all gallery attendants needed for the recital.
- 8) Staff Accompanist Rebecca Horning is available if needed. However, students are responsible for paying for her services- all rehearsals (including the Dress Reh.) and final Recital. You are not required to use Rebecca if you'd rather work with another qualified accompanist. However, the applied teacher has final approval over the accompanist choice and this must be decided early on in the Capstone process. All monies owed to Rebecca or other accompanist must be paid in a timely manner. Final Capstone completion and subsequent grade (and graduation) will be withheld until this is accomplished.

# SENIOR RECITAL CHECKLIST

The student and his/her studio teacher should work together to fill out the appropriate sections of this form and to see that deadlines are met. The studio teacher should keep this form on file until the final approval.

Recitalist's Name: \_\_\_\_\_  
Instrument/Voice: \_\_\_\_\_

## PART I. GENERAL APPROVAL INITIATED BY STUDENT

DEADLINE: SPRING RECITAL--NOVEMBER 1; FOR FALL RECITAL--APRIL 1

Recital date: \_\_\_\_\_ Recital location: \_\_\_\_\_  
(check with Music Department Chairman before selecting date/location)

Studio teacher's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Other studio teacher's approval (if performing on more than one instrument/voice:

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

If additional students, other than accompanist, are performing on the recital, they must have approval of their own studio teacher, or of the recitalist's studio teacher if they are not taking lessons here:

Name	Teacher signature	Date
Name	Teacher signature	Date
Name	Teacher signature	Date
Name	Teacher signature	Date

## PART II. TENTATIVE PROGRAM TO BE COMPLETED BY STUDIO INSTRUCTOR AND STUDENT DEADLINE: SPRING RECITAL--DECEMBER 10; FOR FALL--MAY 1

List pieces (including composer) to be performed and approximate time of each:

attach typed sheet

Studio teacher's approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III. FINAL PROGRAM AND ACCOMPANIST  
TO BE COMPLETED BY STUDIO INSTRUCTOR AND STUDENT  
DEADLINE: SIX WEEKS PRIOR TO RECITAL**

A. Final program. List in order; include title, movements, composer, arranger, and dates.

attach typed sheet

**Note: After this date, no substitutions or additions may be made; deletions may be made with approval of the studio teacher.**

B. Name of accompanist: \_\_\_\_\_

C. Name(s) of other performers:

_____	_____
_____	_____
_____	_____
_____	_____

Studio teacher's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Accompanist's studio teacher approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV. TECHNICAL ASPECTS  
DEADLINE: FOUR WEEKS PRIOR TO RECITAL  
TO BE COMPLETED BY STUDIO INSTRUCTOR AND STUDENT**

A. Piano tuning request submitted      Date: \_\_\_\_\_

B. Audio recording requested              Date: \_\_\_\_\_

**PART V. JURY RECITAL  
DEADLINE: THREE WEEKS PRIOR TO RECITAL  
TO BE ORGANIZED/SCHEDULED BY THE APPLIED INSTRUCTOR**

All material must be ready to be performed and juried by at least TWO applied instructors.

All personnel involved must be in attendance in case their piece is selected to be juried.

Final Recital program should be submitted at this time for proofing. Should also include translations (if applicable), and program notes. This should be returned to student for corrections and reproduction.

Studio teacher's check and final approval for recital: \_\_\_\_\_ Date: \_\_\_\_\_

UPON COMPLETION OF ALL PARTS OF THIS FORM, SUBMIT TO MUSIC DEPARTMENT  
CHAIRPERSON ALONG WITH FINAL RECITAL PROGRAM NO LATER THAN TWO WEEKS  
BEFORE THE RECITAL DATE.

FAILURE TO DO SO MAY RESULT IN THE POSTPONEMENT OF RECITAL.