

Recital Planning Guidelines

(revised Dec 2010)

Semester Prior to the Recital

Check list:

- Request faculty to serve on your recital committee
- Turn in Recital Request form
- Receive and double-check the Recital Hearing date & time and the Performance date & time
- Reserve the Recital Hall for the recital hearing
- Reserve the Recital Hall for the performance
- Reserve the Haga Room for a reception
- Finalize your program

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- Consult with your applied teacher
 - Begin choosing repertoire with you teacher and your accompanist
 - Choose a recital committee of three faculty members.
 - One is your applied instructor,
 - One more must be in your area (vocal/instrumental),
 - The third can be any other full time professor.
 - Submit a recital request form to the Chair of the Applied Music Committee (2011-12: Dr. Lisa Kinzer) for approval for the requested time and date. This form is due approximately mid-term of the semester previous to the recital. Failure to turn in the form on time may result in a delay of your recital and possibly a delay in your graduation.
 - Applied music committee will contact you with the scheduled time and date of the recital and the recital hearing.
 - The recital hearing will precede the recital by at least **four weeks of classes**.
 - If the proposed recital date falls during the first four weeks of the spring semester, the recital hearing must be scheduled before the end of the fall semester.
 - A student may not schedule a recital in the first four weeks of the fall semester without the approval of the student's applied teacher and the Department Chair.

- Recital hearings are normally scheduled at 3:00 on Tuesday or 3:30 on Thursday, but may be scheduled at other times if special conditions apply. All performers who will perform on the actual recital must be present at the hearing.
 - **Performance time minimum:** For a full recital, 45 minutes of music is required; for a half recital 25 minutes is required. As often as possible, solo half recitals will be shared with other solo half recitals.
 - Students desiring to present a full recital with more than 45 minutes of music or a half recital with more than 25 minutes of music must petition the faculty to be allowed to do so.
 - Recitals Monday through Friday are scheduled at 7:30pm. Saturday recitals may be scheduled at 3:00 p.m. or 7:30 p.m. Sunday recitals may be scheduled at 2:00 p.m., or 4:00 p.m. No recitals may be scheduled at any other times without the permission of the Department Chair.
- Contact Conferences & Scheduling to officially reserve the recital hall for the dress rehearsal and performance. Also, arrange for audio/video recording and reserve parking for of campus guests. This is your responsibility and if it is not done, and another event is scheduled at the time of you proposed recital, you will have to find an alternate time and date.

The Recital Semester

Check-list:

- Enroll for the correct level of applied lessons
 - Create the concert program and program notes
 - Make corrections
 - Distribute the program and notes to the entire music faculty
 - PRACTICE!!!!
 - Reserve any daytime rehearsals in the Recital Hall in the Music Office
 - Reserve any evening rehearsals in the Recital Hall through Conferences & Scheduling
 - Recital Hearing
 - Submit your program to be printed to printing services
 - Schedule your dress rehearsal a few days before the performance date (Conferences & Scheduling)
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- Enroll for MUSC 483 with your applied instructor in the semester during which the recital is to be presented.
- If a reception is planned following the recital, contact Conferences & Scheduling to reserve the Haga Room and make any necessary arrangements.
 - Specifics of the reception and any other details of the recital should be handled by consulting with the applied teacher. Receptions should be simple, focusing on the performer or performers. Post recital dinners or parties should be held at a location other than the Wygal Music Building.
- **Two weeks before the recital hearing**, submit the completed computer printed program to the applied teacher for full approval.
 - Sample programs can be found in the music department handbook appendices. The program should be prepared in the exact size and format you plan for the final printed recital program. This means using the same computer fonts, styles, and sizes.
 - Check all information for accuracy of spelling, including language accents.
 - Your teacher will return your program and program notes to you.
 - Make all necessary corrections and changes promptly and resubmit immediately.
- **One week before the recital hearing**, give a copy of the finalized program to each faculty member. Add the date and time of the hearing and timings for each work/movement to the recital program (note the performance time minimums stated above).
- **The Recital Hearing**: All music must be ready to be performed at the hearing.
 - The first work (or first movement of a multi-movement work) will always be performed first to give the performer the chance to display proper stage etiquette. The length of all recital hearings will be 60% of the program.
 - After the first piece is performed, the committee will continue to choose repertoire for the student to perform. Not all works will be heard on the recital hearing, but all must be prepared.
 - The recital hearing is designed to achieve the following goals:
 - The music to be performed in recital is prepared well enough in advance of the recital to allow time for its final polishing and maturation.
 - The student be given another performance opportunity before the recital.
 - The students have the opportunity to receive constructive comments and suggestions from faculty which can help to improve the quality of the

recital performance.

- The hearing will be held in the same place as the recital is to be performed.
- Hearing attire should be similar to that worn for performing on the recital.
- All repertoire presented on the hearing is to be done exactly as you expect to perform it on the recital. There should be no changes in content, personnel, instrumentation, or other arrangements. For a composition recital the student must bring scores of all works to be performed and either arrange for a live performance or bring a recording of all works.
- **Immediately Following The Hearing:** you will be informed whether you have passed, failed or are required to perform for the committee a second time.
 - The decision of the recital committee on each individual piece will be pass or fail. If any repertoire in the hearing is marked fail by a majority of the faculty, a re-hearing of that work may be required. The student and applied teacher should immediately schedule the rehearing time. The re-hearing must take place less than a after the first hearing.
 - Works not passed on the second hearing must be taken off the program. A revised program must be prepared and submitted to the committee and the applied teacher within one day of the rehearing for approval.
 - If a work or works are canceled from the program, and the length of the recital falls under the minimum amount of time, the recital will be postponed to the following semester.
- When you have passed the hearing or rehearing, your applied teacher will read the faculty's comments to you.
 - If you receive a majority of pass for ALL compositions, and if the faculty has asked for no changes in the program, send the program to printing services. Also send the material to hebertrj@longwood.edu and clarkbb@longwood.edu.
 - The music department will pay for the expense of having programs printed, but not for any insert material (translations, program notes). The student is responsible for having this material printed.
 - If changes need to be made in the program, consult with your applied teacher to make the corrections as soon as possible. Upon approval, the applied teacher will turn in the program to the Music Office. Programs must be submitted no later than two weeks prior to the recital date. Between initial preparation and final printing, the student and the applied teacher should proofread the program.
- **Other Recital Details:**

- You are responsible for:
 - All publicity: Any publicity, fliers or posters, after approval by the applied instructor or applied area coordinator and the Department Chair are the financial responsibility of the student.
 - Locating ushers to pass out programs and control the doors to insure no one enters during a performance,
 - Locating a stage manager to open and close the stage door for performers and to operate the stage lights,
 - Locating a stage crew to handle any set-up on the stage during the performance. The stage crew should take part in the dress rehearsals for the recital as well,
 - Handling all aspects of your reception including clean-up afterward. All equipment, materials and supplies used in the Haga Room or on the stage for the recital must be cleared immediately following the recital.
- Any other details about the recital hearing or the recital itself should be discussed and cleared with the applied teacher.

Recital Grade

- Contact the Recital Committee and request that they attend your recital as graders. See your instructor's syllabus to learn how your recital grade will be factored into your semester grade. The grade that you receive for your recital will reflect not only your final performance, but your work throughout the entire process.