

**Department of Music**  
**STUDENT RECITAL INFORMATION GUIDELINES**  
Any student planning a recital must follow the guidelines listed below:

***Senior Recitals (or other students planning Personal Recitals)***

It is the student's responsibility to take care of everything for the recital, however, the Department of Music Office Staff is available to assist you and answer any questions or concerns. The student must provide a copy of everything pertaining to their recital to the office for department records.

***As early as possible in the semester:***

1. Confirm a date, time and room reservation with Terry Tatman

***Four Weeks before the recital:***

2. Fill out a Technical Worksheet and Event Preparation Checklist and return it to the Music office as soon as possible, preferably four weeks before your recital.
3. Contact **Harriet Beebe 3863** if you need an accompanist. Make arrangements with them for practice times. (Accompanist recital fee and practice tape charges are listed on the reverse side of this sheet.)
4. Consider whether you need a piano tuning for your recital. Consult with the accompanist or Department Faculty for approval. The tuning will be arranged through the office. (See tuning fees listed on reverse side of this sheet.)
5. Write your own publicity announcements and submit to the office for approval. The office staff will then forward the announcement to a list of resources that can be found in the Music Center, or call Terry Tatman for a copy of the list.
6. It is your responsibility to make the program but the office staff can assist you if you need a computer or any other guidance.
7. Prepare a flyer and submit to the office staff to have copies made. The office staff will return copies to you to be posted.
8. Sign Crew and Target Vision are optional help in publicizing your recital. (All the information you need regarding these options are on the forms.) If you plan on utilizing these resources turn the completed forms into Jim Miller at Student Services (ML #2122).
9. Please contact the office staff concerning videotaping, recording, holding a reception or any special needs that you may have. We will give you instructions for these things at that time.

***Two weeks before recital:***

10. Students are responsible to submit payment of any fees due for accompanist or piano tuning to the music department office *two weeks* before the recital. We have recording equipment available for your use.

## ***Department Recitals (Major, Minor, and Music Student's Recitals)***

### **RECITAL REPERTOIRE:**

Name of the student, date of performance and selection of pieces to be performed for a recital must be **approved** by the Instructor and is to be written down and turned in to Terry Tatman in the Office of the Music Department for inclusion in the program *two weeks* prior to the performance.

### **DRESS CODE:**

Students should be appropriately dressed for all recitals. No shorts, jeans, athletic shoes, t-shirts, or mini-skirts.

## **RECITAL FEES**

### **ACCOMPANIST:**

#### ***DEPARTMENTAL STUDENT RECITALS (MAJORS, MINORS, MUSIC STUDENTS)***

Any student who plans to employ the services of the departmental accompanist must submit \$15.00 payable to the accompanist, to the Department of Music office via private lesson instructor. This cost covers the accompaniment of the recital performance and is due the first week of the semester. No coaching sessions will be scheduled until the \$15.00 accompanist fee has been submitted to the Music Department Office. Each music major and minor is allotted two half-hour coaching sessions per semester with the accompanist, paid for by the University. Any additional rehearsals must be paid for in advance by the students at the rate of \$15.00 per half-hour rehearsal. *Works that require substantial practice by the staff accompanist will be charged more than the \$15, depending on the practice time necessary for the particular piece.*

The department does not provide music students who are not minors or majors with coaching sessions. They may make arrangements for coaching by the department accompanist for \$15.00 per half-hour rehearsal.

### ***PERSONAL RECITAL GUIDELINES:***

#### ***SENIOR (Instrumentalists and vocalists):***

The accompanist fee for instrumentalists and vocalists for senior recitals or personal recitals is \$200.00. This fee is payable to the accompanist *immediately* after the recital date has been set and this fee includes the following:

1. Recital fee.
2. Dress rehearsal in recital hall.
3. Three hours maximum of private coaching sessions.

No coaching sessions will be scheduled until the fee is paid in full at the Music Department Office.

#### ***FRESHMAN, SOPHOMORE, AND JUNIOR RECITALS:***

The fee for freshman, sophomore, and junior recitals is the same as that for senior or personal recitals, divided evenly among the students performing in the recital. Voice and instrumental students will receive a proportionate amount of coaching time.

## **PIANO TUNING:**

The piano is tuned at the beginning of each semester and for the Major's Recital. If a student would like to have the recital hall piano tuned for special recitals, such as a senior recital, the fee is \$85.00 for tuning maintenance, and is payable to the Music Department Office two weeks prior to the scheduled recital.