

MU School of Music
Student Recital Procedures & Checklist

Beginning of the Semester

- _____ 1) **Register for the recital.** This can be done only in pre-registration the semester preceding OR during the registration period at the beginning of each semester. You must complete registration by the 5th day of class in the semester of the recital. Courses are: Music-Applied 3970 – Junior Recital; 4970 – Senior Recital; 3085 – Problems (for the BA Capstone); and 8970 – Graduate Recital; all require that you obtain permission numbers from Susan Worstell, Student Services, Fine Arts 135 to register. Please note that Dr. Angelo Manzo, Director of Undergraduate and Graduate Studies in Music, Fine Arts 261, will appear as instructor on these recital courses in MyZou; however, your applied teacher is responsible for the completion of the recital and for submitting the grade.
- _____ 2) **Choose the music for the program with your teacher.** Be certain that the repertoire requirements are met; see your applied teacher. Normally, junior recitals have a minimum of 30 minutes of music, senior/capstone recitals a minimum of 45 minutes, and graduate recitals a minimum of 60 minutes, not counting intermission. Please note that all senior recitals (both BM and BA capstone) REQUIRE written program notes. Some studios/areas also required them for MM degree recitals; translations are required for all voice recitals, in addition to program notes.
- _____ 3) **Purchase or download legal copies of your scores/music.** You may use photocopied music only if you own the originals or have legal downloads.
- _____ 4) **Secure an accompanist for your lessons, rehearsals, and recital, and be sure you agree on the accompanist's fee and the number of rehearsals.** Student recitals are normally the financial responsibility of the student; expect to pay either an hourly fee for rehearsals, lessons, and the performance, OR a flat fee for all three. This may be in addition to accompanist fees for weekly lessons and the semester jury.
- _____ 5) **After conferring with your accompanist and your applied teacher, find a recital date and fill out the Recital Form.** View available times on the School of Music Outlook calendar for Whitmore Recital Hall; this can be accessed in the Music Office or by your applied teacher. The Recital Form is available online in the School of Music Website (Current Students tab) or on paper in the Music Office. The form lists the standard recital starting times; please refer to it before making a request. Your applied teacher must approve the date and sign the form, and it will NOT be accepted without a specific hearing date for BM & MM degree recitals. The hearing must be at least 10 days before the recital, and will always be in the 1:00 hour on Tuesdays*. (Senior Capstone recitals for the BA will be heard by the applied area faculty only, and thus should be scheduled in a different location than Whitmore or a different time, unless extra time in Whitmore is not being used for BM & MM hearings.)
*Note: Brass Area recitals require additional scheduling for the preview prior to the hearing, but the hearing should still be scheduled at the time of the recital request. Conducting recital hearings are scheduled by the professor, and don't use the regular hearing process.
- _____ 6) **Deliver the completed Recital Form to Susan Worstell, along with a check for the \$50 recital fee*.** Requests for required degree recitals will be accepted starting 9/4/18, and 9/24/18 for elective student recitals. Payment must accompany the request for the recital to be confirmed, otherwise the date will be held for one week and will be released if the fee is not paid at that time. This fee is non-refundable. NOTE: shared recitals require a \$30 fee from each performer before the reservation can be finalized.
*This fee reserves one student recital date only; if you must change dates later in the semester, there will be a \$25 rescheduling fee for each recital date change. In emergencies, exceptions to the rescheduling fee can be made by Dr. Julia Gaines, Director of the School of Music, Fine Arts 140. Rescheduled recital dates are subject to availability.

One month before the recital

- _____ 7) **Set rehearsals in the hall prior to the hearing and to the recital.** Evening and weekend rehearsal times will only be accepted one week before the concert, so that potential times for other student recitals are kept available. A total of SIX hours of reserved time in the hall is available to faculty and graduate recitals, and a total of THREE hours for undergraduate degree recitals. Elective recitals are limited to TWO hours of rehearsal in the hall.
Note: If you wish to hold a reception following your Whitmore recital, you should make a room reservation for one of the small classrooms (Fine Arts 146 or 148). Receptions are not allowed in Fine Arts 134.
- _____ 8) **You will receive confirmation of the specific hearing time about five days before your reserved hearing time.** This will arrive as an email to you and your applied teacher from the Hearing Coordinator, Prof. Julie Rosenfeld. Be sure you are available for the entire 1:00 Tuesday hour until you know this specific time, and be sure to notify your accompanist and any chamber musicians on the program.
*The applied teacher is responsible for providing the hearing form to the committee for each student.
- _____ 9) **Send the draft of the program and any required program notes to your applied teacher FIVE DAYS before the hearing (Friday before).** To access a program template, a program style sheet and to view sample programs, please see the gray box at <https://music.missouri.edu/students/current-resources>. If you are required to provide program notes, see your applied teacher for the expected length. Your applied teacher will suggest edits and changes, and will send the notes via email attachment to the hearing committee by Monday morning.

- _____ **10) When approved by your applied teacher, make 6 paper copies of the program for the hearing.** It is assumed that your program notes have been distributed electronically and read by the committee prior to the hearing. Edits and suggestions for the notes will be given by committee members to the applied teacher at the hearing.

After the Hearing

- _____ **11) Prepare a publicity slide for the Fine Arts Lobby screens.** If the student wishes, he/she may utilize the screens in the lobby for publicity. The dimensions of the document should be 1920 x 1080 pixels (26.67" x 15"), at least 72 dpi, in .jpg format. This may be sent by the student to Brooke Danielson, Publicity Coordinator, DanielsonB@missouri.edu as soon as the hearing is passed. If you wish to post paper announcements on the stairway bulletin boards, please keep the size to 8.5"x11" and please remove them after the recital.
- _____ **12) Plan your set-up and warm-up time in the hall.** Set-up time in the hall is reserved for 30 minutes before the recital. Please fold/roll the piano cover and store on a chair backstage. Longer set-up time is likely unavailable on weeknights and on high-demand weekend dates. If you need longer set-up time or have a program longer than 60 minutes total, please ask Susan for guidance on recital times and make special requests at the time you make reservation.
- _____ **13) Program Copies.** Turn in 3 copies of your program to Ben Harting in 150 Fine Arts Building the week of your recital. We are required to submit all programs to Business Services so this step is essential.
- _____ **14) Provide your own stagehands.** The recording TA can turn stage lights on and off, and could help with a few simple stage needs during the recital. If you need multiple stage changes, we recommend you ask your friend(s) to assist.
- _____ **15) Return the stage and backstage to normal setup after your recital.** This includes putting all chairs and stands neatly in the racks backstage, returning the Steinway grand & bench to center stage COVERED, and re-setting the normal classroom floor plan in Fine Arts 134 (Green Room) before you leave. The recording TA will take care of lights and locking. (If you hold a reception, clean up and return the room to classroom floor plan.)
- _____ **16) Grade.** Your applied teacher is responsible for assigning your grade for the recital. At the end of the semester, he/she will submit the grade to Susan or directly into MyZou.
- _____ **17) Receiving your recording.** After the recital, you will receive an email from Ben inviting you to access a folder on Box (cloud storage) that will contain your recording files. If you want a hard copy of the recording, you can make it from these files. Complete your download before the end of the semester, as the Box link will expire after the semester is over. Your applied teacher will also have access to this recording, but the time limit also applies.

August 2018

RECITAL / FACILITIES RESERVATION FORM

- 1) Contact Susan Worstell in the Music Office (884-1604) to check on facility availability or view room calendars through Outlook/Entourage (School of Music only).
 2) Complete this form (including the signature of the sponsoring faculty member) and submit to Music Office either in person or by email to Susan at WorstellS@missouri.edu.

Facility Requested

- Whitmore Recital Hall Seating cap.= 239
 134 Fine Arts † (Seating cap.=35)
 145 Fine Arts † (Seating cap.=100)
†134 and 145 are not available for evening use if there is a recital/event scheduled in WRH at the same time.
 146 Fine Arts (Seating cap. = 20)
 148 Fine Arts (Seating cap. = 22-25)

Please fill out appropriate section below

Student & Chamber Recitals

Date requested: _____

- Junior Degree (BM Perform. degrees)
 Senior Degree (BM Perform. & BA degrees)
 Graduate Degree (MM Perform. degrees)
 Non-Degree

Recital Time:

- 12:30 PM (weekend only)
 2:00 PM (weekend only)
 3:30 PM (weekend only)
 7:00 PM
 8:30 PM

Hearing Date (held Tuesdays during 1pm hour) : _____ (BM and MM degree recitals only)

Faculty / Guest Artist Recital / Masterclass / Lecture (indicate one)

Date requested: _____

Recital Time:

- Sunday 3:00 PM
 Sunday 7:30 PM
 Monday 7:30 PM
 Friday 7:30 PM
 Saturday 7:30 PM

Name - person, ensemble, organization or event

Voice part / instrument(s)

Time needed in facilities (for set-up and tear-down)

Accompanist(s)

MU Music faculty sponsor or studio instructor signature. This faculty agrees to be responsible for unlocking and locking the reserved facility, starting and ending on time, returning the space to its original configuration after the event (chairs & stands backstage, piano covered, classroom chairs in order, etc.). This faculty member also assumes responsibility for programs, recital slips and donations (if applicable).

Print last name here _____

STUDENT RECITAL FEE

All student recitals held in Whitmore Recital Hall (both degree and non-degree recitals; solo/duo performances and chamber ensembles) are recorded. A non-refundable recital fee of \$50 will be required for all individual student recitals and includes an electronic recording file. The recital fee must be paid in the office, 135 Fine Arts Building, when the date for the recital is reserved. The recital date will not be confirmed until the fee is paid. In the case of shared recitals, each primary performer must pay \$30.

(To be completed by office) Amount Paid _____ Cash/Check # _____ Receipt # _____

- 5PM-6PM is reserved daily in Whitmore for piano tuning. No events will be scheduled in *Whitmore* during this hour without prior approval from the piano technician
- We avoid scheduling recitals during other SOM events. Appeals for extenuating circumstances (illness, death in the family, etc.) can be made in writing to the Director of the School of Music, Dr. Julia Gaines, GainesJu@missouri.edu
- Events will be entered in the Whitmore Calendar with a 30-minute set-up time preceding the starting time of the event. When multiple events are scheduled in the same evening or afternoon, the 90-minute schedule per event assumes a maximum of a 60-minute recital with a 30-minute set up time for the *next* event.
- Normal equipment/room setup: The Steinway piano and a bench will be on stage. Chairs, stands and a portable chalkboard are available backstage. If used, these items should be returned to the backstage area, stacked neatly.
- Classroom chairs should be returned to their normal configuration at the end of the event. Stands should be returned to the stand rack or neatly stacked at the back of the room out of the way of regular classroom activities.
- Event Programs: Please see the Recital Procedures Check List and Program Style Sheet for program submission information.
- Once your recital date is confirmed, there will be a \$25 fee each occurrence to change the date. Appeals for extenuating circumstances (illness, death in the family, etc.) can be made in writing to the Director of the School of Music, Dr. Julia Gaines, GainesJu@missouri.edu
- **REHEARSAL POLICY:** Whitmore Recital Hall will be reserved for recital performances between 6:30 and 10:00 p.m. Monday-Friday evenings. If no performance has been scheduled in the hall 7 days prior to the date in question, then rehearsals may be scheduled during the standard recital time(s). Hall rehearsal rules: a total of six hours rehearsal time for faculty and graduate students giving required performances; three hours for undergraduate required programs.