

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.** Look at the 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 do not utilize the regular hearing process.
- _____ 6) **Deliver the completed Recital Form to Susan Worstell, along with a check for the \$50 recital fee*.** Susan will be accepting requests for required degree recitals starting the SECOND WEEK of the semester, and for non-required elective student recitals AFTER SEPTEMBER 15. Please do not send earlier. She will confirm with you and the applied teacher when the reservation is accepted and finalized. A recital date can only be held for ONE WEEK pending receipt of the fee; it will be released if the fee is not paid. 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.
- _____ 7) **Meet with Dr. Manzo monthly to confirm your progress in completing the responsibilities.** You must meet with him the first Tuesday of every month until the recital is completed (in the semester you are registered). Meet at 3:00 in Fine Arts 261 to report on your progress. In Fall 2017, dates are Sept. 5, Oct. 3, and Nov. 7.

One month before the recital

- _____ 8) **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.

- _____ 9) **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.
- _____ 10) **Send the draft of the program and any required program notes to your applied teacher FIVE DAYS before the hearing (Friday before).** See the [Program Style Sheet \[hotlink\]](#) for instructions on formatting your program, and, if required, the [Program Notes Guidelines \[hotlink\]](#). 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.
- _____ 11) **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

- _____ 12) **Following the hearing, your applied teacher must submit the hearing approval form to Susan and the program to Ben within 24 hours.** Any corrections or changes must be made quickly so that there is sufficient time to complete the printed program. *If the program file is not received by Ben Harting, Concert Services, at HartingB@Missouri.edu at least 8 calendar days before the recital, YOU WILL NOT HAVE ANY PRINTED PROGRAMS FOR THE PERFORMANCE.* Assuming you met the above deadline, the music school will print 35 programs for all student recitals, unless you or the applied teacher tells Ben that more are anticipated.
- _____ 13) **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, DanielsenB@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.
- _____ 14) **Prepare printed copies of your program notes, if desired.** If you wish to provide printed program notes for the audience, you must make the copies at your own expense. We recommend 10-point type, small margins, and back-to-back printing to save paper. Normally, you will not need more than 30-35 copies. Notice: the voice area requires that printed translations be provided for the audience.
- _____ 15) **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.
- _____ 16) **Your applied teacher will have the programs and recital-attendance slips** in his/her mailbox, and is responsible for handing out both before the recital as well as for collecting the slips following the recital. The applied teacher must turn in the recital slips to Holly the following workday.
- _____ 17) **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.
- _____ 18) **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 resetting 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.)
- _____ 19) **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.
- _____ 20) **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.