

RECITAL PACKET

DEGREE RECITALS

COMPOSITION

This recital packet includes all information and forms that a student will need in preparation for the recital. **Please read the Guidelines very carefully and observe all deadlines** so that the successful completion of the recital will not be jeopardized.

Upon receiving this packet, the student should first check with **Angela Keene**, Facilities Coordinator, Room 150B, to determine a possible recital date. She will hold a date for two weeks to allow the student to obtain the necessary signatures on the **Recital Reservation Form**.

This form must have the signatures of all graders as their commitment to the designated date. If the completed Recital Reservation Form and payment are not returned to Angela Keene **within two weeks of the time the date was reserved**, the date will be released.

At least five weeks before the recital date, the student must give the program notes to the private teacher and a second faculty reader so that they will have time to check and approve the program notes prior to the three-week printing deadline.

The student must make all arrangements for the **Recital Approval** which must be completed **at least four weeks prior to the recital date**. **Do not wait until the last minute to submit the materials to the review committee**, since they will need time to adequately review your scores and parts. Plan ahead. If the **Recital Approval Form** is not received in the Dean's office at least four weeks before the scheduled recital date, the recital will be cancelled, and the student will have to reschedule the event. The student must submit the Recital Approval Form to Beth Loree, Academic Counselor.

The student is responsible for submitting the **Program Information Sheet** and recital program with approved program notes to **John Ritz**, Publications and Media Relations (Room 219), at least **THREE WEEKS BEFORE** the recital. Both program notes and the Program Information Sheet must have the signed approval of the applied teacher.

Please consult with the applied teacher on all aspects of the Guidelines to be sure the recital proceeds with no problems.

1. A completed **Recital Reservation Form**, along with payment of recital fees, must be submitted to Angela Keene, Facilities Coordinator (Room 150B), within two weeks of the time a recital date is tentatively reserved, or the date will be released. This form must include:

- a) The applied teacher's signature.
- b) The names and signatures of all performers, (except for composition recitals).
- c) The names and signatures of the recital committee.
- d) The specific repertoire.
 - 1) Performance and pedagogy degree recitals are expected to show the performer's musical maturity and versatility. A degree recital program must be approved by the student's applied instructor. Minimum recital lengths will be determined by the appropriate area faculty and indicated on all applied syllabi.
 - 2) For composition degree recitals, all works must be by the student presenting the recital. Performance time must be a minimum of 50 minutes.
 - 3) Practicums by Master of Music candidates in conducting must be a minimum of 30 minutes. In some cases, it may be necessary to consider a conducting practicum a cumulative effort including performances from more than one concert, with a minimum of 30 minutes of music.

2. The **recital committee** shall consist of a minimum of three faculty members:

- a) The student's applied teacher.
- b) An additional faculty member from the student's applied area.
- c) A faculty member from a different division.

At least one member of a graduate recital committee must be a Senior Member of the Graduate Faculty. The committee will hear the recital and grade it.

3. Recital Approval Process:

a) Performance and Pedagogy

For performance and pedagogy degree recitals, a **Recital Hearing** is required **at least four weeks in advance of the recital date, to be heard by the applied teacher plus two other faculty members. Do not wait until the last minute to schedule it**, since you must work around the schedules of three faculty members, your accompanist, and any other participants. Plan ahead and confirm the recital hearing date with faculty and all participants early. The student must bring a **Recital Hearing Form** and a listing of the recital program to the hearing. After the hearing, the **applied teacher** will immediately submit the completed form to the Academic Counselor to confirm the recital date. If the **Recital Hearing Form** is not received in the Dean's office **at least four weeks before your recital date, your recital date will be cancelled** and removed from the recital hall schedule.

b) Composition

For composition degree recitals, the student must show all scores and parts to the private teacher and one other composition faculty member, who will verify that all necessary materials are complete and of an acceptable quality for rehearsal and performance. This review committee must sign the **Composition Recital Approval Form**, which must include the names of all performers, **at least four weeks in advance of the recital date**. The student is responsible for obtaining the necessary signatures by the designated date, and the **private teacher** is responsible for submitting the form to the Academic Counselor to confirm the recital date.

(Guidelines continued on next page)

c) Conducting

For conducting practicums, the hearing shall consist of attendance at rehearsal(s) of the ensemble(s) preparing the practicum by the applied teacher plus two other faculty members **between one and three weeks in advance of the recital date**. The student, in consultation with the applied teacher, is responsible for disseminating a rehearsal schedule to members of the hearing committee. The student must bring a **Recital Hearing Form** and a listing of the recital program to the rehearsal(s). After the hearing, the **applied teacher** will immediately submit the completed form to the Academic Counselor to confirm the recital date.

4. All students presenting degree recitals are **required** to write **program notes**, except students presenting junior recitals. Piano Pedagogy students using the lecture recital option may substitute an appropriate hand-out. For vocal works, the program must also include the original texts and English translations. **Program notes must be reviewed at least five weeks before the recital date** by the applied teacher and one other faculty member. The program notes must receive signed approval by both reviewers (on the Program Information Sheet) before being submitted for printing.

5. **At least three weeks in advance of the recital date**, the student must submit a completed **Program Information Sheet**, with the appropriate signatures, along with a **complete recital program and approved program notes** (including texts and translations for vocal works), to the Publications and Media Relations Office (Room 219), with the appropriate signatures (applied teacher and second faculty reader), for printing. The student must submit the recital program and program notes electronically (via e-mail, on a disc, or on a flash/jump drive - no floppy disks), along with a typed hard copy, to John Ritz in Room 219.

6. The student must be enrolled in applied lessons (or Conducting Seminar for conducting practicums) during the semester in which the recital is presented.

7. The student is guaranteed at least three hours of rehearsal in the appropriate recital hall.

FEES

A fee of \$40 is required of all students performing recitals to help cover the cost of programs and recording. This fee includes a quality CD recording done by a School of Music student tech. Previous recordings done by techs are available for listening in the Music Library. If a student prefers a recording to be done by an outside professional, TNT Productions is available for a fee of \$125.00. Payment may be made by cash, check, or credit card.

Reception Fees

Students must see Angela Keene, Facilities Coordinator (Room 150 B), to reserve reception space. A student planning to hold a post-concert reception may use any classroom or the lobby at no charge, if available. A student wishing to use the Green Room is charged a \$100 fee for a damage deposit (refunded after inspection) and a \$35 use fee. According to the fire marshal, the Green Room capacity is 40 people. Payment may be made by cash, check, or credit card.

TIMELINE/CHECKLIST

DEGREE RECITALS

First 4 weeks of academic year (suggested time): done
Book tentative date with Angela Keene. Even if you intend to have a Spring recital, you should book during the first month of the academic year.

No later than 2 weeks after date is booked: done
Signed Recital Reservation Form due to Angela Keene or date will be released. Form will not be accepted if any signatures are missing. RECITAL FEES ARE DUE AT THE SAME TIME. *Please note that fees are non-refundable.*

No later than 2 months prior to recital date (suggested time): done
Performance/Pedagogy: Schedule recital hearing with Angela Keene. Date must be no later than 4 weeks prior to recital date.
Composition: Make arrangements for recital committee to review scores and parts.
Conducting: Disseminate rehearsal schedule to recital committee and make arrangements for them to attend a rehearsal 1-3 weeks before the recital date.

No later than 5 weeks prior to recital date: done
Submit program and program notes to applied teacher and a second faculty reader for approval.

No later than 4 weeks before recital date: done
Performance and Pedagogy: Hold recital hearing. Applied teacher turns in Recital Hearing Form to Beth Loree.
Composition: Get appropriate signatures upon approval and turn in Recital Approval Form to Beth Loree.

(CONDUCTING ONLY) 1-3 weeks before recital date : done
Recital Committee must attend rehearsal(s) of ensemble(s). Applied teacher turns in Recital Hearing Form to Beth Loree.

No later than 3 weeks prior to recital date: done
Submit program and program notes to John Ritz, Room 219.

NON-DEGREE RECITALS

After the first 4 weeks of academic year (suggested time): done
Book tentative date with Angela Keene.

No later than 2 weeks after date is booked: done
Signed recital reservation form due to Angela Keene or date will be released. Form will not be accepted if any signatures are missing. RECITAL FEES ARE DUE AT THE SAME TIME. *Please note that fees are non-refundable.*

No later than 3 weeks prior to recital date: done
Submit signed recital approval form to Beth Loree. Submit program and program notes to John Ritz, Room 219.

RECITAL RESERVATION FORM

COMPOSITION

Submit this completed form to the Facilities Coordinator, **Angela Keene** (Room 150B) in order to schedule a tentative recital date.

STUDENT'S NAME _____

RECITAL DATE ____ / ____ / ____ TIME _____ LOCATION _____

STUDENT'S E-MAIL ADDRESS _____ PHONE NUMBER _____

REPERTOIRE On the back of this form, or on a separate sheet, please list tentative repertoire selections for this recital. Include movements and instrumentation for all works.

IS THIS RECITAL REQUIRED FOR PARTIAL FULFILLMENT OF YOUR DEGREE? YES ____ NO ____

IF YES, FOR WHICH DEGREE PROGRAM? BACHELOR OF MUSIC ____ MASTER OF MUSIC ____

RECITAL GRADING COMMITTEE (ONLY REQUIRED FOR DEGREE OR GRADED RECITALS)

NAME

SIGNATURE

(APPLIED TEACHER)

(FACULTY IN APPLIED AREA)

(OTHER FACULTY *)

(*FACULTY OUTSIDE DIVISION, IF A REQUIRED RECITAL; FACULTY IN AREA IF A NON-REQUIRED RECITAL.)

STUDENT'S SIGNATURE: _____ DATE ____ / ____ / ____

APPLIED TEACHER'S SIGNATURE: _____ DATE ____ / ____ / ____

RECITAL FEE (CIRCLE ONE) \$40/STUDENT CD OR \$125/ TNT CD

CASH CHECK (CHECK No. _____) CREDIT CARD

GREEN ROOM RECEPTION FEE (\$35/USE; \$100/REFUNDABLE DEPOSIT)

CASH CHECK (CHECK No. _____) CREDIT CARD

RECITAL APPROVAL FORM
 COMPOSITION RECITALS

Submit the completed form to the Academic Counselor, Room 118, at least four weeks before the recital date.

STUDENT'S NAME _____

TEACHER'S NAME _____

RECITAL DATE ___ / ___ / _____ TIME _____ LOCATION _____

RECITAL PROGRAM: List titles (including movements), performers, and instrumentation for all works. Continue on back or attach a separate sheet if needed. (Please type or print legibly).

TITLE	PERFORMER	INSTRUMENT	SIGNATURE OF PERFORMER
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The scores and any needed parts for the compositions listed above are complete and are of a quality suitable for rehearsal and performance.

SIGNATURES OF RECITAL REVIEW COMMITTEE

_____	APPROVED ___ NOT APPROVED ___
_____	APPROVED ___ NOT APPROVED ___
_____	APPROVED ___ NOT APPROVED ___

RECITAL APPROVAL FORM HAS BEEN RECEIVED AT LEAST FOUR WEEKS PRIOR TO THE RECITAL DATE.

APPROVED ___ NOT APPROVED ___

SIGNATURE OF ASSOCIATE DEAN _____ DATE ___ / ___ / _____

Complete and return this form to the Publications and Media Relations Office (Room 219) no later than THREE WEEKS before the scheduled date of the event. Earlier submission of program details is recommended. All program notes, biographies, translations, or other accompanying texts MUST be submitted in electronic format; e-mail is preferred (recitalinfo@louisville.edu), but files on CD-Rom or flash drive/jump drive are acceptable (no floppy disks). A TYPED hard copy of the program information must accompany this sheet as well, according to the guidelines given below. A draft copy of the program will be supplied to the student's applied teacher (and to the student, upon request) prior to printing. The Publications and Media Relations Office reserves the right to return any program information that is incomplete, illegible, or submitted after the three-week deadline. INCORRECT FORMS WILL BE RETURNED TO THE INSTRUCTOR, AND THE RECITAL MAY BE CANCELLED.

PROGRAM INFORMATION (PLEASE TYPE OR PRINT NEATLY)

NAME OF STUDENT _____

INSTRUMENT/VOICE CATEGORY/CONDUCTING _____

TYPE OF RECITAL _____ (e.g. Junior, Senior, Graduate, Lecture-Recital)

ADDITIONAL PERFORMER _____ INSTRUMENT(S) _____

ADDITIONAL PERFORMER _____ INSTRUMENT(S) _____

ADDITIONAL PERFORMER _____ INSTRUMENT(S) _____

(Please attach additional sheet if necessary)

RECITAL DATE ___ / ___ / ___ TIME _____ LOCATION _____

IS THIS RECITAL REQUIRED FOR PARTIAL FULFILLMENT OF YOUR DEGREE? YES ___ NO ___

IF YES, FOR WHICH DEGREE PROGRAM? BACHELOR OF MUSIC ___ MASTER OF MUSIC ___

ARE PROGRAM NOTES REQUIRED? YES ___ NO ___

IF YES, NOTES APPROVED BY _____ (Applied instructor) _____ (Additional faculty reader)

STUDENT'S E-MAIL ADDRESS _____ PHONE NUMBER _____

WOULD YOU LIKE TO REQUEST A DRAFT COPY OF YOUR PROGRAM FOR PROOFREADING? YES ___ NO ___

Please attach to this form a TYPED listing of the musical program to be presented. List complete titles and movements, including correct diacritical (accent) marks where necessary. Give full names of composers and accurate dates. Indicate a pause/intermission if needed. Please see PROGRAM FORMAT GUIDELINES for examples and formatting specifications.

APPLIED TEACHER _____ SIGNATURE _____ DATE ___ / ___ / ___

TO BE COMPLETED AT TIME OF FORM SUBMISSION:

DATE RECEIVED BY PUBLICATIONS OFFICE ___ / ___ / ___ TIME _____ STUDENT'S INITIALS _____

PROGRAM FORMAT GUIDELINES

1. Per catalog and handbook requirements, students wishing to perform a recital MUST submit a completed Program Information Sheet to the Publications and Media Relations Office (Room 219) no later than THREE weeks before their recital date. If your deadline falls during a holiday break, you must submit your forms and information before the break.
2. A typed copy of all program materials (order, notes, translations, biographies, or other texts) must be attached to the Program Information Sheet at the time it is submitted.
3. All program materials also must be submitted in electronic format. While email is the preferred method, files on CD, DVD, or flash/jump drive are acceptable. Those who wish to submit materials via flash/jump drive must come to the Publications Office personally during normal business hours to have the files downloaded from the drive. Floppy disks are not accepted. CDs or DVDs will be returned upon request, but must be picked up in person. The email address for submitting program materials is recitalinfo@louisville.edu. If you have emailed materials and have not received a response within five days, please check with the publications office to make sure that they received the materials.
4. All program materials should be typed in a word processing program. We recommend MS Word or WordPerfect for easy compatibility with our program formatting software. If your program is typed in a different program, please consult the Publications Coordinator for recommended submission methods.
5. Program information must include a complete list of works to be performed, in program order, along with composer names and accurate dates for the composer. If the work has an arranger or transcriber, please list that name as well.
6. Compositions should be identified by their complete title (and opus or catalog number, if applicable). If you are performing a work with multiple movements, please list the movements as well. If you are performing select movements from a larger work, list the larger work first (from *Messiah*), followed by the smaller division (Aria: He shall feed his flock).
7. Program notes should be submitted in program order. Texts and translations should be grouped with their respective notes. Remember, if you have to write program notes, they must be approved BEFORE you submit them to the Publications Office. Do not submit your drafts to the Publications Office, only the polished final form with the teacher signatures.
8. Use a common font (e.g., Times New Roman or Arial) in 10-point size. Use the same size for the entire document.
9. Use correct diacritical markings. If a certain diacritical marking is not available in your word processing program, please indicate correct diacriticals in your hard copy by hand.
10. Do not attempt to format your program materials. All text should be single-spaced. Use only one space after punctuation. Please do not use tabs, multi-column formats, or section/page breaks. All material (including personnel lists) should be in a single column, aligned to the left, not justified. Indicate new sections of text or new pieces with an extra space. You may use italics and underlining as necessary.
11. Pictures cannot be included in student recital programs. In-house production does not allow for high-quality photo reproduction.
12. Program proofs are delivered via email in a PDF attachment. The email will indicate a response deadline. Please read the program carefully and reply with any changes or corrections by the response deadline. If your recital is within 3 days and you have not received a proof, please check with the Publications Office.

You may contact the Publications Coordinator for examples of correct program submission.