

# RECITAL PACKET

## NON-DEGREE RECITALS

This recital packet includes all information and forms that a student will need in preparation for a 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 and all program participants 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.

The student is responsible for submitting the **Recital Approval Form** to **Beth Loree**, Academic Counselor (Room 118), and the **Recital Program** to **John Ritz**, Publications and Media Relations (Room 219), at least **THREE WEEKS BEFORE** the recital. Both must be signed by the applied teacher. **If the Recital Approval Form is not received three weeks before the recital date, THE DATE WILL BE CANCELLED.**

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

## GUIDELINES FOR NON-DEGREE RECITALS

1. A non-degree recital may be a full recital (performance time must be a minimum of 50 minutes) or a shared recital (each participant's performance time must be a minimum of 25 minutes.)
2. If the recital is intended to take the place of a jury examination, the recital shall be graded by a committee of three faculty members from the student's applied area.
3. 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.
  - (C) The names and signatures of the recital committee, if one is required.
  - (D) The specific repertoire.
4. At least **three weeks in advance of the recital**, the student must:
  - (A) Submit a **Recital Approval Form**, signed by the applied teacher, to Beth Loree, Academic Counselor (Room 118) to confirm the recital date.
  - (B) Submit a completed **Program Information Sheet** with the applied teacher's signature and a complete recital program to the Publications and Media Relations Office (Room 219) for printing. The student must submit the recital program electronically (email, CD, or flash/jump drive) in the format specified by the Publications and Media Relations Office, along with a typed hard copy.
5. If the student wishes to include program notes (not required for non-degree recitals), they must also be submitted electronically (email, CD, or flash/jump drive), along with a typed hard copy, to Room 219 at least three weeks in advance of the recital. (Consult the Publications and Media Relations Office for acceptable word-processing formats.) All program notes must be approved by the applied teacher.
6. The student must be enrolled in applied lessons 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

PERFORMANCE, PEDAGOGY, AND CONDUCTING

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

STUDENT'S NAME \_\_\_\_\_

INSTRUMENT/VOICE CATEGORY/CONDUCTING \_\_\_\_\_

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 composers, titles, and movements.

ACCOMPANIST/ADDITIONAL PERFORMERS

NAME	INSTRUMENT	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Submit this form to **Beth Loree**, Academic Counselor (Room 118) at least **THREE WEEKS** before your scheduled recital date.

STUDENT'S NAME \_\_\_\_\_

INSTRUMENT/VOICE CATEGORY/CONDUCTING \_\_\_\_\_

RECITAL DATE \_\_\_ / \_\_\_ / \_\_\_      TIME \_\_\_\_\_      LOCATION \_\_\_\_\_

I certify that the recital listed above is approved.

SIGNATURE OF APPLIED TEACHER \_\_\_\_\_      DATE \_\_\_ / \_\_\_ / \_\_\_\_\_

Form to be submitted at least **THREE WEEKS** prior to the recital date.

APPROVED \_\_\_      NOT APPROVED \_\_\_

SIGNATURE OF ASSOCIATE DEAN \_\_\_\_\_      DATE \_\_\_ / \_\_\_ / \_\_\_\_\_

**INSTRUCTIONS**

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 \_\_\_ / \_\_\_ / \_\_\_

<b>TO BE COMPLETED AT TIME OF FORM SUBMISSION:</b>	
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](mailto: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 Microsoft Word or Apple Pages 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, and do not double-space.
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.