



Recital Process
&
Procedures

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Part I: Scheduling the Recital

- a) The student must schedule a meeting with the Facilities Coordinator to schedule their recital date. All degree recitals occurring in the Fall and Spring semester are to be scheduled at the beginning of the academic year.
- b) Graduate students and seniors are encouraged to schedule their recital booking meeting during week two and week three of the Fall semester. Juniors are encouraged to schedule their booking meeting during week four. Non-degree recital booking meetings may be scheduled after Fall break.
- c) In the event of unusually early recital, please contact the Facilities Coordinator about scheduling a meeting earlier.
- d) The initial meeting with the Facilities Coordinator can be held in-person, via Microsoft Teams, or via group call.
- e) The applied instructor and student are required to be present during this meeting. The collaborative pianist is highly encouraged to attend but is not required if the proposed recital date has been confirmed between the applied instructor and student prior to the meeting with the Facilities Coordinator.
- f) In an effort to expedite scheduling, no forms will be submitted to the Facilities Coordinator during this step in the process.
- g) Fees are no longer required to schedule a recital as they are included in the course fees for MUS 397, 497, and 697. However, students performing non-degree recitals must still pay the \$35 recital fee.
- h) Receptions must be scheduled with the Facilities Coordinator.
- i) The following will be provided/covered by the School of Music with your recital/course fee – any equipment not listed below (i.e., multi-media) must be acquired on your own:
 - 10 music stands
 - 10 musician's chairs
 - 2 grand pianos in Comstock, 1 in other spaces (need expressed at least 4 weeks in advance)
 - 1 wireless, handheld or lapel microphone (for PA usage only)
 - audio recording (acquired from Music Library with a personal flash drive)
 - printed program and notes (if deadlines met)
- j) OTHER GUIDELINES:
 - maximum length (including set changes, intermission, etc.) = 75 minutes
 - performers must arrive 30 minutes prior to downbeat
 - prior approval required from Dr. Krista Wallace-Boaz for use of Comstock organ (at least 4 weeks in advance)

Part II: The Committee and the Hearing

- a) All forms will be in each respective section's Blackboard page (i.e., MUS 397, MUS 497, and MUS 697) as well as on the University of Louisville School of Music Website (Resources > Current Students > Forms for Students).
- b) Within **two instructional weeks** of scheduling the recital, the student must submit the "Committee Form" to the Office of the Associate Dean, MB 112.
- c) The recital hearing must occur no later than three weeks before the recital date except for jazz majors. Graduate students must complete their hearing at least four weeks prior to the recital date.
- d) The "Committee Form" no longer requires signatures from the collaborator. However, the student must clearly list all collaborative performers. In addition, the primary applied instructor, student, committee members (if applicable), and programs readers (if applicable) must sign this form before submitting to the Office of the Associate Dean, MB 112.
- e) **Committee composition by recital type:**
 - a. Junior: applied instructor, faculty in applied area, at large faculty
 - i. *At large faculty can be within applied concentration area*
 - b. Senior, Graduate, Jazz: applied instructor, faculty in applied area, at large faculty
 - i. *At large faculty must be outside applied concentration area*
 - c. Bachelor of Arts Capstone Recital: applied instructor, two at large faculty
 - i. *At large faculty can be from any concentration area*
- f) The student will no longer be responsible for the "Hearing Form." The new "Hearing Form" will be uploaded to the Faculty Handbox. The primary applied instructor is responsible for completing the "Hearing Form" and will then submit this form within **24 hours** in either PDF format directly to the Associate Dean or physical copy directly to the Office of the Associate Dean, MB 112.
- g) In the event a student does not "Pass" their hearing, the Associate Dean will notify the Facilities Coordinator if the recital date needs to be cancelled or changed. **All recitals are assumed to be confirmed unless explicitly notified by the Associate Dean.**

Part III: Program Information

- a) All programs (excluding program notes) for all recitals must be submitted to recital@louisville.edu by **October 4th, 2024**, for Fall recitals and by **January 31st, 2025**, for Spring recitals. The student must “cc” the primary applied instructor on their email to recital@louisville.edu.
- b) Programs must be submitted as a Word Document using the program template found at <https://louisville.edu/music/resources/current-students/forms-for-students>.
- c) The program should be in its final form when submitting to recital@louisville.edu and approved by the student’s primary applied instructor.
- d) The student is then responsible for distributing their program to their committee members for the recital hearing.
- e) Program information must include a complete list of works to be performed, in program order. Compositions should be identified by their complete title (and opus or catalog number, if applicable). If performing a work with multiple movements, please list the movements as well. If performing select movements from a larger work, list the larger work first (e.g., from Messiah), followed by the smaller division (e.g., Aria: “He shall feed his flock”). Please list accurate composer names and dates as well as the arranger or transcriber.
- f) Use correct diacriticals, e.g.: première, Gabriel Fauré, Konzertstück, façade, señor.
- g) Starting Fall 2023, students will have the option to choose between a physical program and a digital program. Should the student choose the digital program option, they will receive 3 physical programs and their applied instructor will receive 1 physical program. The program for audience viewing will be accessed via QR code at the door of the performance hall.

Part IV: Guidelines for Program Notes

- a) The student must submit drafts of program notes to faculty readers no later than 6 weeks prior to the recital date. Deadlines for each individual recital can be found on the “Recital Committee Form.”
- b) The student must submit final program changes as well as program notes (for Senior and Graduate recitals) to recital@louisville.edu with the primary applied instructor “cc’d” no later than **48 hours** after the recital hearing.
- c) Program notes (if required) should be submitted in program order. Texts and translations should be grouped with their respective notes. Remember, program notes must be approved BEFORE submission to the recital@louisville.edu. **Do not submit drafts to recital@louisville.edu, only the polished final form.**
- d) Pictures cannot be included in student recital programs. In-house production does not allow for high-quality photo reproduction.
- e) Use correct diacriticals, e.g.: première, Gabriel Fauré, Konzertstück, façade, señor.
- f) Program notes will not be printed. Instead, they will be presented in digital format through the QR code provided.
- g) **Students may format program notes however they wish as long as they are submitted in a Word Document, using Times New Roman 12pt font, and in program order.**

PART V: Guidelines for Bachelor of Arts Capstone Recitals

- a) A formal recital hearing, reflective of a degree recital, is encouraged but not required for a Bachelor of Arts Capstone Recital. Students and faculty should follow the process outlined in Part II of this document if a hearing will take place.
- b) Bachelor of Arts Capstone Recital hearings must take place at least 3 weeks before the recital date.
- c) Programs for Bachelor of Arts Capstone Recitals should follow the guidelines outlined in Part III of this document.
- d) Program notes are not required, but are encouraged, for Bachelor of Arts Capstone Recitals. Program notes should follow the guidelines outlined in Part IV of this document.

PART VI: Guidelines for Composition Recitals

- a) A Composition Recital Approval should take place no less than 4 weeks prior to the recital date or the recital will be cancelled.
- b) Students should provide a full copy of their program (including program notes) to their committee prior to the recital approval.
- c) The primary applied composition instructor must submit the completed Composition Recital Program form to the Associate Dean, MB 112, in electronic format or digital format within 24 hours of the approval.
- d) Programs should follow the guidelines outlined in Part III of this document.
- e) Program notes should follow the guidelines outlined in Part IV of this document.