Guidelines, Procedures and Timeline

Junior, Senior, Graduate Recitals

This document will provide you with all of the information you will need to successfully complete the paperwork that goes along with giving a degree recital. It will in no way provide any type of musical or expressive inspiration for the actual performance. As you go through this booklet watch for the information in BOXES – if it is in a box it is really important. Also keep your eyes open for the heading:

**HARD AND FAST RULE!**

Any information that falls under the **Hard and Fast Rule** heading is very important; as it will pretty much take an Act of Congress to get me to budge on these issues; so please pay attention.

**Good Luck!**

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Recital Information for Students and Faculty

1. **Consult CFAD Event Calendars** and plan for booking on dates that do not have other events scheduled. This is necessary to avoid conflicts regarding the recording of your recital.

2. **Recital Hearing needs to be at least two (2) weeks before your recital.**

3. **Required amount of music for recitals**
   - Junior BM Performance Recitals (1 credit hour) will consist of 30 minutes of music.
   - Junior BME Recitals (1 credit hour) will consist of 25 minutes of music.
   - Senior BM Performance Recitals (2 credit hours) will consist of 45 minutes of music.
   - Graduate Recitals (2 – 3 credit hours) will consist of 50 – 60 minutes of music and Program Notes are traditionally required.

4. **Regarding Shared Recital Performances**
   Whenever possible, students giving Junior BM or BME recitals should try to share the recital with another student.

5. **Can I have other musicians perform with me on my recital?**
   Yes! Chamber ensembles and jazz combos are certainly allowable as part of your recital program. HOWEVER, these selections should not make up the majority of your musical program. In a 25 or 30 minute recital ensemble music should not be more than 5 – 7 minutes. In a 45 minute recital ensemble music should not be more than 10 minutes. In a 50 – 60 minute recital ensemble music should not be more than 12-15 minutes.

6. **Do I need to write program notes?**
   Program notes are traditionally required of GRADUATE recitals; however, applied professors may require program notes from any student in their studio. If you are requested to write program notes for your recital, your committee is responsible for proofreading this information.
SECTION ONE: FIRST THINGS FIRST!

□ Enroll for appropriate Recital credit PLUS 3000, 4000, or 5000 level applied lessons.

HARD AND FAST RULE!
You MAY NOT perform a degree recital without being enrolled in applied lessons.

WEEK ONE
Work your way through the items in the BOX in the order they are printed...it will be easier that way.

□ Attend required recital informational meeting.

FAILURE TO DO SO MAY RESULT IN BEING WITHDRAWN FROM THE COURSE.

□ Inform your teacher that you have enrolled for degree recital credit. Believe it or not, some students actually forget this step.

□ Select a 3-member faculty committee to serve as your RECITAL COMMITTEE.

Do this early as faculty are only allowed to serve on three recital committees per semester.
SECTION ONE (continued)

**Faculty Recital Committee:** Your applied professor is the committee chairperson. You need to select two other faculty members to serve on your committee. One member may be from outside your performance area, but not outside of the School of Music. For example, if you are a wind player, one committee member may be a piano, voice or string faculty.

- Collect email addresses and phone numbers of EVERYONE involved in your recital. Don’t exhaust yourself running all over campus trying to find people. Use the phone or email.

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<tr>
<th>Name</th>
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<tr>
<td><strong>Applied Professor</strong></td>
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Schedule a tentative recital date: Recitals can only be scheduled on Sundays at 3 and 7 pm or Mondays at 6 or 8 pm. Avoid the last week of classes, or a date when classes are not in session. Those giving junior recitals should share a recital date and time. **RECITALS MAY NOT BE SCHEDULED DURING FINALS WEEK.**

Consult the CFAD Event Calendars to avoid schedule a recital the same time as another event.

**RECITALS MAY NOT BE SCHEDULED DURING FINALS WEEK.**

**WEEK TWO**

- **Finalize the date** with your teacher, your committee and your accompanist.

- **Officially reserve your recital date, time and venue.** You should also schedule and reserve your dress rehearsal (1 to 2 days in advance of the actual recital performance) and location for a post recital reception, should you choose to have one.
SECTION TWO: DEADLINES AND FORMS!

☐ Return FORM A to the Recital Coordinator, Dr. Butterfield, Room 205 by Required Date as announced at required recital meeting. Forms may also be left in my mailbox in the faculty lounge or in the tray marked “Jr-Sr-Grad Recital” in MUS 136.

Recording Information

Mr. Bryan Mitschell, Computer Lab, schedules recordings. Your recital will be recorded free of charge by a SOM staff person. One CD will be available for you.

☐ Complete the AUDIO RECORDING SERVICE REQUEST FORM. http://www.uco.edu/cfad/academics/music/technology.asp Return it to Mr. Bryan Mitschell, Computer Lab or Faculty Mail Box

HARD AND FAST RULE! Failure to turn in all forms will result in a grade of F for your recital grade.

SECTION THREE: THE RECITAL PREVIEW

FOUR (4) WEEKS BEFORE YOUR RECITAL

☐ If you work a part time job, make sure you have asked off on the day of your recital. You don’t want to have to deal with this at the last moment. Do all you can to be prepared and eliminate stress.

☐ Select a date for your RECITAL PREVIEW HEARING. Consult with your committee and accompanist about the date and time.
SECTION THREE: (continued)

**HARD AND FAST RULE!**
Your recital preview hearing **MUST be played NO LESS than 2 weeks** prior to the recital performance.

MY RECITAL DATE IS: ______________. MY RECITAL PREVIEW HEARING MUST BE

PLAYED BY _____________________ OR I WILL FAIL THIS COURSE.
(Date that is at least Two Weeks Before the Recital)

**IMPORTANT – PLEASE READ AND REVIEW WITH YOUR PROFESSOR!**
Failure to play your Preview Hearing by the date above will result in one of the following scenarios. Please review this information with your applied professor. If either of you have questions about this information, PLEASE CONTACT ME! I will be more than happy to answer your questions.

Scenario One:
You will be **withdrawn from the course**. Should you fail to schedule and play your preview, or FAIL your preview performance PRIOR to the last day to drop classes, you will be WITHDRAWN FROM THE COURSE.

Scenario Two:
You will receive a **failing grade for this course**. Should you fail to schedule and perform your preview two weeks in advance of your recital or FAIL your preview performance AFTER the last day to drop classes has passed, you will RECEIVE A FAILING GRADE FOR THE COURSE.

☐ **Bring FORM B and copies of the RECITAL PROGRAM REQUEST FORM to your Preview Hearing.**
SECTION THREE: (continued)

1. Give your committee chair (your applied professor) **FORM B**.

2. Give your committee chair (your applied professor) the **RECITAL PROGRAM REQUEST FORM**.

3. Give a **COPY** of the Recital Program Request form to the other members of your committee.

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**What is a PROGRAM REQUEST FORM?**

This is the form that will be used by the School of Music office to print your recital programs.

This form can be found on the School of Music website. Fill this form out completely and neatly. Make 2 copies. The committee will approve (or not) the program at the Preview Hearing.

Your committee will proofread this information at your recital preview. If they find no errors, they will all sign off on the form. You will then immediately take the SIGNED form to Laurie Flewwellin in the School of Music office for typing and printing.

If there are errors on your program you must make the necessary corrections and resubmit the information to your committee chair. When all information is correct the committee chair will sign off on the form and you may submit it to the office for printing.

**You MUST make any corrections and submit the Program Request Form to the SOM office TEN (10) days prior to your recital.**
After The Recital Preview:

☐ Your committee chair (applied professor) is to return FORM B to Dr. Butterfield immediately following the preview.

☐ If your committee has proof read your program (and program notes, if required) and approves them turn the PROGRAM REQUEST FORM INTO THE OFFICE IMMEDIATELY.

If you pass your Recital Preview Hearing, CONGRATULATIONS... you may proceed with your final dress rehearsal. The dress rehearsal should be in the same venue as your recital.

If you DO NOT pass your Recital Preview Hearing, you MUST cancel your dress rehearsal and recital.
  ✓ Be sure to notify Mr. Mitschell and the recording staff that your recital has been cancelled.
  ✓ Be sure to notify your accompanist and any other people involved with your recital.
  ✓ Be sure to cancel the date with the School of Music office or Jazz Lab.
  ✓ TELL Dr. Butterfield!

Section FOUR: TEN (10) DAYS BEFORE THE RECITAL

Date: ______________

Ten days prior to the recital: if you have not already done so, submit an approved Program Request Form, with all information including program notes, if required by your applied teacher, to the SOM Office. The program will be printed in the SOM format and you will be given 75 copies free of charge. ALL UCO SCHOOL OF MUSIC RECITAL PROGRAMS MUST BE PRINTED BY THE MUSIC OFFICE AND IN THE APPROVED FORMAT.

☐ Design an eye-catching poster to advertise your recital. Be creative, have fun!

Appropriate recital attire is required. Plan in advance. Make sure the clothing you select for the recital is comfortable and allows you to breathe and move as needed. This included shoes!
Section FOUR: TEN (10) DAYS BEFORE THE RECITAL (cont.)

ONE WEEK BEFORE THE RECITAL

Date: __________________

☐ **Plan your reception** (receptions are optional). Secure a set up and CLEAN UP crew. In Radke Recital Hall, you can use the vending area. Bring a cooler with ice, if applicable.

☐ **Post your Recital Posters** around the School of Music and other locations.

☐ **Arrange for any flowers or stage decorations.** Arrange for removal of these items immediately following your recital.
LAST LESSON PRIOR TO THE RECITAL

DATE: ___________________

- **Give FORM C to your teacher to fill out.** Your teacher will keep this form and fill it out with the other members of the committee at the recital. You are no longer responsible for this form. It is in the hands of your committee from this point on.

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ONE DAY BEFORE THE RECITAL

- Get some sleep.
- Eat well.
- Drink LOTS of water.
- Double-check your recital attire.

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Section FIVE: THE BIG EVENT! DAY OF THE RECITAL!

- Try to relax. Eliminate any unnecessary activities. This includes part time jobs.
- Go to class, but nothing else.
- **Limit your playing and singing.**
- Drink lots of water.
- Arrive at the recital venue 45 to an hour in advance. Double-check all preparations.
- Take your time warming up.

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HAVE A GREAT RECITAL! ENJOY THE EVENT FOR WHICH YOU HAVE WORKED SO HARD TO PREPARE!
IMMEDIATELY FOLLOWING THE RECITAL

- Your committee is to fill out **FORM C** immediately following the recital and deliver it to Dr. Butterfield.
- Your applied professor is to return FORM C to Dr. Butterfield within **48 hours** of the recital. It may be placed in my faculty mailbox.

- Submit 5 copies of the printed recital program to Mr. Mitschell or the recording engineer.

HARD AND FAST RULE! APPLIED TEACHERS, NOT THE STUDENT, ARE TO DELIVER FORM C TO Dr. Butterfield.

Section SIX: JUST WHEN YOU THINK IT IS OVER ...

THE WEEK FOLLOWING THE RECITAL

- Remove all recital posters.

IF ANY ITEMS ARE NOT SUBMITTED, THE STUDENT WILL RECEIVE AN “F” FOR THE FINAL GRADE.