

Name: _____

Illinois State University School of Music

RECITAL PACKET

1. Jury Hearing
2. Schedule Recital - Scheduling Office, CE 225

<input type="checkbox"/> Program with times	<input type="checkbox"/> Outlook Calendar
<input type="checkbox"/> Paid for Programs	<input type="checkbox"/> University Calendar
<input type="checkbox"/> Backstage Mgr	<input type="checkbox"/> ReggieNet Calendar
<input type="checkbox"/> Recording Grad	<input type="checkbox"/> Emailed Programs

Needed at Time of Scheduling:

- Program fees paid receipt
- Recital Program
- Advise if harpsichord is required

Rehearsals: _____

Office use only	
Yr. _____	Length _____
Harpsichord _____	Facility Request _____
Location: _____	
Day: _____	
Date: _____	
Time: _____	
Tentative _____	Confirmed _____
Cancelled _____	Rescheduled _____

General Information

Name _____ E-mail _____

Local mailing address _____

Phone number where you may be reached _____

Instrument/Activity _____

Type of recital: Junior _____ Senior _____ Graduate _____ Other _____

Faculty Sponsors Name _____

Major Area (Performance, Therapy, Music Education, etc.) _____

Student Recital Approval

Obtain the signatures of your jury hearing committee (below) to indicate approval for your recital.

Program copy: Type your program completely and accurately and include it in this packet.

Faculty Sponsor is responsible for student's development of correct program copy to meet format standard of Illinois State University School of Music.

Jury hearing: Date: _____ Time: _____ Place: _____

We, the undersigned committee, approve this recital according to the Recital Policies and designate it as:

- Required/Performance: Jr. 30 minutes _____ Sr. 1 hr _____ Graduate 1hr _____
- Required/Music Education: 30 minutes _____
- Optional Recital: Specify length _____

Signatures: Faculty Sponsor _____

Jury Committee _____

After approval for the recital, submit completed Recital Packet to the recital scheduling secretary at least 4 weeks prior to the desired performance date.



Student Recital Policies

- 1) Hearing: All jury hearings will be held during jury times at the end of each semester. (Exceptions: Conducting and Composition recitals.) Deviation requires the Applied Teacher or Faculty Sponsor request to the Director of the School of Music. The Student's Applied Area may waive a jury hearing, but a *Recital Request Form and Program* is still required.
- 2) Recital Date: Required and Optional recitals, on or off campus, must be held during approved recital times and must not conflict with other School of Music events. Those that do not follow this policy and are scheduled outside the School of Music operating calendar will not be counted for recital credit or toward the performing Student's degree. Deviations require the Applied Teacher or Faculty Sponsor request to the Director of the School of Music.
- 3) Scheduling Cut Off Dates: The Student recital scheduling process ends at the mid point of the semester. By that time, it is expected that all recitals for the semester have been scheduled so that Recital and Recording Personnel can plan out their own schedules, and the calendar may be opened to individuals or groups wishing to schedule events in Music facilities.

Scheduling Cut-off Dates

Fall Semester: October 1 Spring Semester: March 1

- 4) Required vs. Optional Recitals - The scheduling process prioritizes recitals as "Required" or "Optional." Required recitals are those "required" to fulfill the Student's degree. Those performing Required Recitals have the opportunity to schedule their recitals first. After the first two weeks of the semester, the scheduling process opens to Optional Recitals. The duration of Required Recitals is:

<u>Music Performance</u>	<u>Music Education</u>
Junior: 30 minutes	Senior: 30 minutes
Senior: 1 hour	
Grad: 1 hour	

NOTE: Duration of recital includes breaks and intermissions.

- 5) Programs: A professionally prepared Recital Program is expected to be submitted at the time of scheduling. The Applied Teacher is responsible for verifying the length of a Student's recital time--including the intermissions, stage changes, etc. The Applied Teacher's signature verifies the length. If the Student or Applied Teacher makes a change to the Student's program, the time should not vary from that previously submitted.
- 6) Graduate Students will be expected to form a Review Committee to attend and grade the recital. Exception: Non-degree graduate Students. The committee will be comprised of all of the following:
 - a) the Applied Teacher
 - b) one faculty member from the Student's Applied Area
 - c) two faculty members from other Areas within the School of Music.

Student Recital "To Do" Checklist

Students may find this checklist helpful in planning their recital

- Print out recital request form
- Complete the Recital/Jury Hearing and obtain area faculty signatures
- Program- See Recital Program Sample. Prepare a typed program and have it signed and approved by the applied teacher. Indicate which degree your recital is in fulfillment of. Include timing of each piece, intermissions, breaks, and total duration of recital. Student programs submitted at the time of scheduling reflect the recital to be performed "as is" with no changes to the program.
- WARNING:** You must complete this step before scheduling can begin.
 - Email the recital program to: pldehav@ilstu.edu & mmhubba@ilstu.edu
 - Format: Microsoft word attachment
 - Title the program document with your full name.
 - Indicate the word "Recital" in the subject line of the e-mail

Recital programs in incorrect format will not be accepted.

- Present recital request form, paid receipt for recital fees, and program to the scheduling secretary. Schedule a tentative recital date/time.
- Confirm recital date/time or change the date/time if necessary. Consider the availability of your accompanist, guest performers, or recital attendees (such as family and friends). When confirmed, your paperwork will be processed, and recital will be listed on the University music events calendar. All recitals must be confirmed either one month prior to the recital or by the mid-point of the semester.
- Schedule rehearsals with scheduling secretary. **Note: 2-3 weeks notice must be given to the piano tuner for tuning the harpsichord.**
- At least 2 week prior to recital, see program secretary to proofread program.
- Perform your recital!
- Degree Graduates obtain signatures/grades from the committees immediately after the recital. See Graduate Recital Report form.

Where to find or contact:

School of Music Personnel: Scheduling Secretary: Peggy DeHaven CE225 438-3839
Program Secretary: Mona Hubbard CE225 438-7633
www.finearts.illinoisstate.edu/music

Program fees and CD fees are paid on School of Music website:

https://secure.touchnet.com/C20868_ustores/web/store_main.jsp?STOREID=34&SINGLESTORE=true

Recital Programs

*******Warning you must complete this step before the scheduling process can begin**

E-mail the recital program in the form of a Microsoft word attachment to:

- Peggy DeHaven Scheduling Secretary pldehav@ilstu.edu
- Mona Hubbard Program Secretary mmhubba@ilstu.edu

Indicate your full name and the word "RECITAL" in the subject line of the message.

All programs must go through the School of Music and must be approved by the students applied teacher. **No exceptions made.** You may be creative with your program but it must be within the regulations of the School of Music. Please see reverse side for example of program layout.

Type of recital: Jr., Sr., Graduate
 Name of major performer(s) SENIOR RECITAL
 JOHN JONES, Violin
 Name of accompanist GEORGE JOHNSON, Piano

Include complete title of the selection and movements. Concerto No. 17 in F Major, K. 1422
 Include correct capitalization, punctuation, accents, etc. Allegro
Andante con moto
Finale
 List full name of the composer. Wolfgang Amadeus Mozart
 List birth and death dates of the composer. (1756-1791)

Indicate key in which piece was written and will be played. Partita in G-Sharp Minor, BWV 1976

List opus numbers, when applicable. Allemande
Sarabande
Bouree anglaise
 List personnel assisting with particular pieces and their instruments. Mary Smith, Flute
Louise Carson, Oboe; Mark Leonard, Bassoon

Use standard English words rather than the term determined by nationality of publisher, i.e.: sonata = sonata; konzert = concerto, etc. Sonata No. 4 in C Major, Op. 17
Presto allegro
Scherzo: Vivace

List date of composition when no opus is available. Four Long Songs (1971)
Molto allegro
Andantino
Lento
Adagio

Indicate placement of intermission. Intermission
 List catalog number for composers whose works are so identified customarily (Bach, Mozart, etc.). 4:13"
8:12"
10:00"
 Include intermission time.

A song title that is the first line of a song should be capitalized as Gavotte, K. 419
 it appears in the body of the song. Be particularly careful about German texts, in which all nouns are capitalized. Frauenliebe und leben, Op. 42
Since I have seen him
He, best of all
 List arranger (not to be confused with editor) when applicable. Domenico Scarlatti
(1685-1757)
Robert Schumann
(1810-1856)
Sally Mays, Soprano

Include correct information if applicable. Shepherd on the Rock, D. 43
 List arranger (not to be confused with editor) when applicable. Franz Schubert
(1797-1828)
(arranged by F. E. Tooms)
Marsha Withers, Contralto

Include this only if having a reception. This recital is in partial fulfillment of the graduation requirements for the degree, W Bachelor of Music in Performance
 Place Kemp Recital Hall
 Day Sunday Evening
 Month, Date, Year April 10, 2005
 Time 8:00 p.m.
 This information will be completed by the Scheduling Secretary

There will be a reception in the lobby following the performance. 10:00"
 Include length of reception if applicable.

Studio Teacher's Signature verifying total time of recital: 60:00"
 Calculate total time of recital.

All programs must be signed.

List timing for each piece (include time for set changes)
 TIME

6:37"

5:03"

4:13"

8:12"

10:00"

5:42"

6:22"

7:23"

10:00"

60:00"