Approved Accompanying Time for Recitals
All recital accompaniments are to be performed by approved accompanists only. Paid accompanying time is available for required recitals only (that is, performance minutes as required by the degree program in which the student is enrolled.) Paid accompanying time is specified in a table shown later in this document. Accompanying time is not paid for by the Music Department in the case of an elective recital, even when approved and scheduled by the music faculty.

Most vocal students, whether majors, minors or non-majors, participate in Midterm Studio Recitals and also in either a Jury Exam or the equivalent (such as a Department Recital) at the end of the term.

Extra Accompanying Time for Students With A Regular Lesson Accompanist
- Midterm Studio Class: .25 for studio class time
- Jury Exam: .25 for actual jury time

Extra Accompanying Hours for Students Without A Regular Lesson Accompanist
- Midterm Studio Class: .25 for rehearsal and .25 for actual studio class time
- Jury Exam: .25 for rehearsal and .25 for actual jury time

Another requirement for all music majors & minors during semesters of private instruction includes one annual required public performance, generally done in a Thursday Open Student Departmental Recital (unless the student is performing a solo in another public recital or concert within that school year that has been pre-approved by the area faculty to complete the annual performance requirement).

Extra Accompanying Time for Students With A Regular Lesson Accompanist (VOC)
- Jury Exam: .25 for actual jury time
- Annual Public Performance: .25 hr. rehearsal and .25 for actual performance time

Extra Accompanying Hours for Students Without A Regular Lesson Accompanist (INS)
- Annual Public Performance: 2.5 hr. rehearsal and .25 for actual performance time

Approval and Initial Scheduling for Sophomore, Junior & Senior Recitals
Students schedule recitals by submitting a request to the Fine Arts Office by March 1st in the school year preceding the recital. Students requesting elective recitals or time extensions should indicate this request to the Area Coordinator, preferably no later than the fall jury in the school year preceding the recital. Please note that a request for an elective recital or for a recital time extension does not presuppose approval. Such requests will be reviewed by the music department faculty with consideration given to not only the overall calendar for the following year but also the performance level of the student, accompanying load, etc.

Planning Recital Repertoire
Recital repertoire must comply with departmental standards as approved by the music faculty to align with departmental accreditation by the National Association of Schools of Music. The entire senior recital on the major instrument is expected to demonstrate a full range of representative literature from the various stylistic periods of art music appropriate to that instrument. It is not appropriate to use recital time for the performance of other literature. Vocalists must demonstrate facility in the four standard languages of classical vocal literature: Italian, German, French and English. (Substitution of another foreign language may be made at the discretion of the Voice Teacher as long as all four standard languages have been demonstrated in public performance during collegiate study.)

Recital Dress
Evening recitals are generally performed in formal clothing. Modest floor-length or tea-length dresses are the customary evening attire for female performers. (These should, for example, neither show cleavage nor have excessively low-cut backs, etc., since these are formal “family occasions.”) Check with the Chair of the Music Department if you are in doubt about the suitability of recital clothing. Tuxedos are the appropriate evening attire for male recitalist. Daytime recitals are performed in semi-formal, tea-length, or Sunday dresses for
women, though a floor-length dress may be worn. A coat, tie, and dress slacks are appropriate for men in
daytime performances, though a tuxedo may also be worn. Note that the dress rehearsal is to be performed in
recital attire. Costumes of any kind are inappropriate for all recitals. Props are also generally considered
inappropriate. In addition, students are not to add plants or other decorative items, additional lighting, sound
equipment, etc., to the stage unless they have received the express permission of the Chair of the Music
Department. Any requests for exceptions generally need to come before the entire music faculty at a
departmental meeting, so requests for such consideration must be made well in advance of the recital so that
they may be placed on a music department meeting agenda.

**Overview of Recital Length, Accompanying Time, & Student/Faculty Credit**

The length of student recitals is determined according to the degree program in which the student is enrolled
and/or whether the recital is required or elective. Please refer to the following guidelines. Note that approved
time extensions do not change allowable accompanist hours or faculty load time. Be aware, too, that all public
recitals require "hearings", or recital auditions, performed approximately one month in advance of the recital for
departmental approval. The following guidelines apply to most recital situations.

<table>
<thead>
<tr>
<th>Recital Type &amp; Performance Length (must include time for applause, stage changes, etc.)</th>
<th>Student Credit &amp; Number for Registration</th>
<th>Accompanist Time Provided for the Recital</th>
<th>Faculty Load Credit</th>
<th>Extra Faculty Contact Time with Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Music Recital (Th am, 22-24 min. per recitalist)</td>
<td>1 cr. RCT 280 * (students must be registered)</td>
<td>Accompanist provided but not paid for by the department</td>
<td>.33</td>
<td>7 hours***</td>
</tr>
<tr>
<td>MUSP Jr. Ret. (M/Th pm or Th am, 26-29 min.)</td>
<td>1 cr. RCT 380</td>
<td>5** or 9 hours</td>
<td>.33</td>
<td>7 hours***</td>
</tr>
<tr>
<td>ChMus or No-Emphasis Sr. Ret. (M/Th pm 26-29 min.)</td>
<td>1 cr. RCT 480</td>
<td>5** or 9 hours</td>
<td>.33</td>
<td>7 hours***</td>
</tr>
<tr>
<td>MHL or Comp. Arr. Recital on Major Instrument (M/Th pm or Th am 10 min.)</td>
<td>.5 cr. RCT 481</td>
<td>2** or 4 hours</td>
<td>.11</td>
<td>2.25 hours***</td>
</tr>
<tr>
<td>MHL/Comp.Arr. Sr. Ret. (20 min. MHL Lecture or 16-20 min Comp/Arr. Recital, M/Th pm)</td>
<td>.5 cr. RCT 482</td>
<td>TBA with the Keyboard Coordinator</td>
<td>.22</td>
<td>4.5 hours***</td>
</tr>
<tr>
<td>MUSE Sr. Ret. (Th am or M/Th pm, 14-15 min. for .5 cr. or 26-29 min. for 1 cr., which requires dept. approval)</td>
<td>.5 cr. or 1 cr. (with approval) RCT 483</td>
<td>3** or 6 hours (.5 cr.) or 7** or 12 hours (1 cr. requires dept. approval)</td>
<td>.17 or .33 (with approval)</td>
<td>3.5 hours*** or 7 hours*** (if student approved for 1 cr. recital)</td>
</tr>
<tr>
<td>MUSP Sr. Ret. (M/Th pm, 50-55 min.)</td>
<td>1 cr. RCT 484</td>
<td>7** or 12 hours</td>
<td>.67</td>
<td>14 hours***</td>
</tr>
</tbody>
</table>

* Elective music recitals, regardless of the student’s class standing, are to be registered as RCT 280. Since
these recitals are not required for a degree program, a fee is assessed to assist with the cost of a faculty
member’s individual assistance in preparing a student for the recital.

** The 1st number of hours represents extra time for students with a regular lesson accompanist (that is, above
and beyond the 7 hours per lesson credit already provided for the semester); the 2nd number is
accompanying time provided for students without a regular lesson accompanist. An accompanist's hours
may be divided into "parts" (1/4 hour on day one, 1/2 hour on day two, etc.) but accompanists may not
receive departmental payment beyond the total number of hours listed. These numbers must be adhered to
for budgetary reasons and must be planned to include not only rehearsal time but also performance time as
well. All other arrangements must be pre-approved by the Coordinator of Keyboard Studies.

*** Extra instructional time with faculty includes the time for hearings, rehearsals & performance
Reserving Akers for Recital Rehearsals

Students work with the studio teacher, who is to assist in signing up Akers Auditorium in the Music Department Office. It is important that students and teachers sign up for all rehearsal, recital hearing, and performance times in the first week of the semester, since organ students’ rehearsal times are scheduled after that. In order to allow sufficient rehearsal and performance time for all students in Akers Auditorium, the following practice hour limitations must be observed:

### Piano Recitals
- **Required 1-hour recital**: 18 hours practice, not including the dress rehearsal
- **Required .5-hour recital**: 12 hours practice, not including the dress rehearsal
- **Elective recital**: 6 hours practice, not including the dress rehearsal
- **Departmental recital**: 4 hours total rehearsal time

### All Other Recitals
- **Required 1-hour recital**: 12 hours practice, not including the dress rehearsal
- **Required .5-hour recital**: 6 hours practice, not including the dress rehearsal
- **Elective recital**: 4 hours practice, not including the dress rehearsal
- **Departmental recital**: 1 hour total rehearsal time

### Studio Teacher & Area Coordinator Checklist

- The year before a public recital, review the full “Recital Preparation Checklist” with each recitalist, filling in a date by which each task is to be accomplished. (The studio teacher may, if desired, assign points in the lesson grading system for these important tasks.)
- If the recital is being performed for credit, the teacher checks with the Department Chair at the beginning of the semester in which the recital will be performed to ensure that the student is properly registered for the recital. (The Department Chair handles class rosters for all recitalists.)
- Following the recital, the studio teacher or Area Coordinator collects the jury sheets from the three or four faculty members selected to grade the recital. After recording grades, these are given the Music Department’s Administrative Assistant, who makes photocopies for the student and files the original forms.
- If the recital is being performed for credit, the teacher averages the recital grades and submits the final recital grade to the Music Department Chair. (Since the Department Chair handles class rosters for all recitalists, it is the Department Chair who will submit recital grades to the Registrar.)

### Recital Preparation Checklist

The following checklist is provided to guide recitalists and teachers through the planning stages of a recital:

1. In order to request faculty approval for an elective recitals or to request a time extension on a required recital, students must petition the area faculty in advance. Whenever possible, this should be done at the **fall jury in the year preceding the recital**.

2. No later than **March 1st of the year preceding the recital**, recitalists submit the “Recital Request Form” to the Music Office. (This is required to request a calendar date. Recitalists submit at least three preferred dates but must be prepared to accept whatever recital date is assigned.)

3. **In the semester preceding the recital** or at the beginning of the semester with the recital, determine a schedule for the “extra hours” to be given by the applied teacher to the student for recital preparation (if applicable). Also determine the number of extra accompanying hours available for rehearsal and schedule these (if applicable). Reserve Akers for practice time or for rehearsal hours with an accompanist.

4. **10-12 weeks before the recital**, students work with the private teacher, the accompanist and/or any additional, accompanying musicians to find mutually acceptable times for the recital dress rehearsal and for all allowable practice hours in Akers. Teachers are to accompany recitalists to assist in signing up Akers in the Fine Arts Office. (Entries should include student’s and teacher’s names.)

5. **8-10 weeks before the recital**, students work with the private teacher to set up a recital hearing date with the Area Coordinator and at least one additional faculty member who will hear the recital
audition. (The recital audition date is set by individually arranging a time when the area music faculty may hear the audition and when all performers are available.) If there is an accompanist or additional accompanying musicians, the private teacher and recitalist should first work together with those individuals to find mutually acceptable times, then check with the other faculty members to confirm their availability. Note that all accompanying performers must be present at the hearing. Recital literature will not be approved unless all performers are present. It is also the student's responsibility, with the aid of the private teacher, to reserve Akers for the recital audition and to have the stage set beforehand (piano unlocked; any chairs and/or stands in place, etc).

6. 7-8 weeks before the recital, submit a hard copy of the final program to your teacher to proof read. Prepare this in a Microsoft Word document using a standard font like Times, Times New Roman, etc. (The electronic file will be sent at a later date to the Music Department Office.) Include the following:

- Name of recitalist as they wish it printed and instrument or voice type
- Name of the private lesson instructor as they wish it printed on the program
- Name of the accompanist as they wish it printed (if applicable)
- Date, time, and location of the recital
- Complete title(s) in italics, followed by opus numbers (not in italics), etc.
- Tab once after the complete title, then type full name of composer followed by birth-death years in parentheses and in plain text (not in italics)
- Include all appropriate accents and/or other foreign language symbols
- List separate section titles or movements under main title, indented one tab
- Include translations for each foreign language song, if applicable, and/or for foreign language titles
- List all performers according to the private teacher’s instructions

7. 6-7 weeks before the recital, submit a copy of the “Recital Audition Form” with the corrected draft of the full program (attached to the audition form) to each faculty member who will serve on the recital auditioning committee, along with exact timings for each piece (which may be added by hand). These copies will serve as reminders for the auditioning committee of the hearing date, time, and location, and will permit time for any program questions to be resolved. The draft must include all wording for the final program, including performer’s names, translations or program notes, etc. Students who do not submit the proper form(s) for their hearings will have the hearing canceled.

8. 4-5 weeks before the recital, (or approximately one month before the recital,) the student will perform the entire recital for the recital auditioning committee. Note that it is the students’ responsibility to have all literature fully prepared. Unprepared items or the entire recital may be canceled at the discretion of the auditioning committee. Any program changes made at this time are final.

9. 4 weeks before the recital, after receiving the approval of the auditioning committee, the recitalist e-mails the approved Microsoft Word document and delivers one hard copy of the program to the Music Department’s Administrative Assistant. The Music Department Office will then typeset the recital program according to a standard format. Students should ask that a draft be sent to student, teacher and Area Coordinator to proof-read.

10. 2-3 weeks before the recital, the student and private teacher should proof-read and resubmit the final program draft to the Music Department’s Administrative Assistant. Corrections should be marked in red, if needed.

11. 2 weeks before the recital, finalize all reception plans, if applicable. If a table needs to be set up in the lobby for the day of your reception, request that at this time.

12. 2 weeks before the recital, notify the Music Office to ask that the piano and/or harpsichord be tuned, if applicable.

13. 2 weeks before the recital, secure two ushers to hand out programs at the doors to Akers.

14. 2 weeks before the recital, secure a page turner for the accompanist, if needed.
15. _____ 2 weeks before the recital, secure someone to give the invocation. If this is not a Music Faculty Member, then the student is to also secure a music faculty member to welcome the audience on behalf of the Music Department and to introduce the non-faculty member who will give the invocation.

16. _____ 1-2 weeks before the recital, meet with the stage manager to clarify stage logistics. Have these logistics written out. If the regular stage manager cannot attend the dress rehearsal, use a “substitute” stage manager to follow these instructions at your dress rehearsal and determine if additional clarity may be needed.

17. _____ 1 week before the recital, bring 3 completed jury forms with attached programs to your applied teacher for distribution to the jurors who will grade your recital.

18. _____ The day before the dress rehearsal, ask in the Music Department Office for enough programs for all participants and guests who will be attending the dress rehearsal.

19. _____ At the dress rehearsal, wear the performance attire and check to see that these meet appropriate criteria. (Clothing questions should ideally be cleared with the Department Chair in advance of this date. If not, the studio teacher must exercise his/her judgment.)

20. _____ The day of the recital, check to see that a table has been set up for your reception (if applicable). If there is to be a reception in the Fine Arts Building, the performer or his/her appointees should be sure that they receive instructions regarding use of the kitchen and that they find out where there to find extra trash cans, broom, and garbage bags. (See #23.)

21. _____ Approximately one-half hour before the recital, check to see that the stage and recording equipment is set up appropriately for your needs.

22. _____ After the recital, it is the performer’s responsibility to work with the stage manager or to ask a friend to work with the stage manager to (1) be sure all lights have been turned off, (2) return the stage to its “default” position (piano center stage and organ to stage right), and (3) collect and return extra programs to the Fine Arts Office. (These become archival copies for departmental program files and allow the department to save funds that would be spent on additional photocopying of programs.)

23. _____ If there is a reception (optional), it is the performer’s responsibility to be sure the reception area is clean, table(s) wiped and returned to appropriate room(s), floor swept, waste cans emptied, trash removed to the back porch behind Akers, and clean garbage bags placed in waste cans. (Food cannot be left in trash containers overnight as this has resulted in rodent problems on past occasions. Most performers will want to ask friends and family to do this for them, but the responsibility for these matters ultimately lies in the hands of the recitalists themselves.)

Publicity
Often, students choose to publicize recitals via posters and / or CPO notes. Posters should only be hung on campus in approved locations. It is a campus policy that posters of any kind are not to be hung on the glass entry/exit doors of any building. Also note that CPO policy requires any CPO notes to be a minimum at least 3x5-inches in size.

Recital Receptions, Flowers, & Encores
Receptions are not required for any recital. Students are encouraged to see these as entirely optional so that they need not impose any undue burden on the family of the recitalist. As it pertains to floral tributes, these may be given to the performers in advance of the recital or at the reception. However, the Music Department discourages the giving of flowers at performances. Most recitals are shared experiences, so this practice is to be avoided. Also please note that encores are not permitted at our student recitals.

Recordings
The Music Department arranges to have an archival recording made of all required recitals. The performer may order his/her own copy of this archival recording by filling out an order form in the Music Office. All orders must be pre-paid.