

RECITAL INFORMATION AND CHECKLIST

APPROVED ACCOMPANYING TIME FOR RECITALS

All recital accompaniments are to be performed by approved pianists 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 Pianist

- Midterm Studio Class .25 for studio class time
- Jury Exam .25 for actual jury time

Extra Accompanying Hours for Students Without A Regular Lesson Pianist

- Midterm Studio Class .25 for rehearsal; .25 for actual studio class time
- Jury Exam .25 for rehearsal; .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 Pianist (VOC)

- Jury Exam .25 for actual jury time
- Annual Public Performance .25 hr. rehearsal; .25 for actual performance time

Extra Accompanying Hours for Students Without A Regular Lesson Pianist (INS)

- Annual Public Performance 2.5 hr. rehearsal, .25 for actual performance time

APPROVAL AND INITIAL SCHEDULING FOR SOPHOMORE, JUNIOR, AND SENIOR RECITALS

Students schedule recitals by submitting a request to the Music 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 Music Department Chair 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 Music Department Chair. 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,
AND 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.

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

* 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 pianist (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 pianist. A pianist’s hours may be divided into "parts" (1/4 hour on day one, 1/2 hour on day two, etc.) but pianists 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 JAMESON RECITAL HALL FOR RECITAL REHEARSALS

Students work with the studio teacher, who is to assist in signing out Jameson Recital Hall in the Music Department Office. It is important that students and teachers sign up for all rehearsal, recital hearing, and performance times during the first week of the semester. In order to allow sufficient rehearsal and performance time for all students in Jameson Recital Hall, 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 AND 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 Checklist is available online (<http://www.asbury.edu/academics/departments/music/music-home/current-student-forms>). (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 Staff 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 Jameson Recital Hall for practice time or for rehearsal hours with a pianist.
4. _____ **10-12 weeks before the recital**, students work with the private teacher, the pianist and/or any additional, accompanying musicians to find mutually acceptable times for the recital dress rehearsal and for all allowable practice hours in Jameson Recital Hall. (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 a pianist 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 Jameson Recital Hall 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 pianist 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 of the program to the Music Department Staff Assistant. The Music Department Staff Assistant 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. _____ **3-4 weeks before the recital**, the student and private teacher should proof-read and resubmit the final program draft to the Music Department Staff 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 McCreless 111 for the day of your reception, request that at this time.
 12. _____ **2 weeks before the recital**, secure two ushers to hand out programs at the doors to Jameson Recital Hall.
 13. _____ **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.
 14. _____ **1-2 weeks before the recital**, meet with the stage manager to clarify stage logistics. 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.
 15. _____ **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.
 16. _____ **The day before the dress rehearsal**, ask in the Music Department Office for enough programs for all participants and/or guests who will be attending the dress rehearsal.

17. _____ **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.)
18. _____ **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 McCreless 111, 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 #20.)
19. _____ **Recital preparation time:** The Staff Assistant has reserved recital preparation time in Jameson Recital Hall for two hours prior to the recital start time. The piano tuner and stage manager are given the first hour of that time, and the recitalist is given the next thirty minutes. All preparations should be concluded by thirty minutes prior to the start time. Here is an example of the schedule:

Piano Tuner & Stage Manager: 5:30-6:30 p.m.

Recitalist Warm-Up: 6:30-7:00 p.m.

Doors Open: 7:00 p.m.

Recital Starts: 7:30 p.m.

Note: When there are multiple participants, the schedule moves back thirty minutes for each additional soloist, and the piano tuner and stage manager are given that first hour. If necessary, see Music Department Staff Assistant to confirm preparation schedule.

20. _____ **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 front porch trash cans, 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.)

RECITAL PUBLICITY

Often, students choose to publicize recitals via posters and / or CPO notes. **If your recital includes collaborating with a pianist, all forms of publicity must include the name of the pianist.** 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.

The Music Department orders posters from Warner's. They are really easy to work with and well-priced, and they will even deliver to the music office or the Student Center at no additional charge or delay. (You can pick up the posters in Nicholasville if you prefer.)

Warner's Printing Service, LLC
125 Commerce Dr.
Nicholasville, KY 40356
(859) 881-0636
infodt@wpsllc.com

To order, **email them a pdf of the artwork, requesting posters, the size you want, and delivery preference.** When preparing the artwork, keep in mind that posters on campus are usually 11"x17". It takes about **48 hours to print and deliver, but payment must be made before they print.** Posters are **\$1.45 each, plus tax.** You may be able to pay over the phone with a credit card. If you would like help with this process, see the Music Department Staff Assistant.

RECITAL RECEPTIONS, FLOWERS, AND 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 through the Information Technology Department.