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 <u>not</u> 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
 Jury Exam
 .25 for studio class time
 .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.

| Recital Type & Performance Length (must include time for applause, stage changes, etc.) Elective Music Recital (Th am, 22-24 min. per recitalist) | Student Credit & Number for Registration 1 cr. RCT 280 * (students must be registered) | Pianist Time Provided for the Recital Pianist provided but not paid for by the | Faculty Load Credit | Extra Faculty Contact Time with Student 7 hours*** |
|--|---|--|----------------------------------|--|
| MUSP Jr. Rct. (M/Th pm or Th am, 26-29 min.) | 1 cr. RCT 380 | department 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.) or 7** or 12 hours (1 cr. requires dept. approval) | .17 or .33 (with approval) | 3.5 hours*** or 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

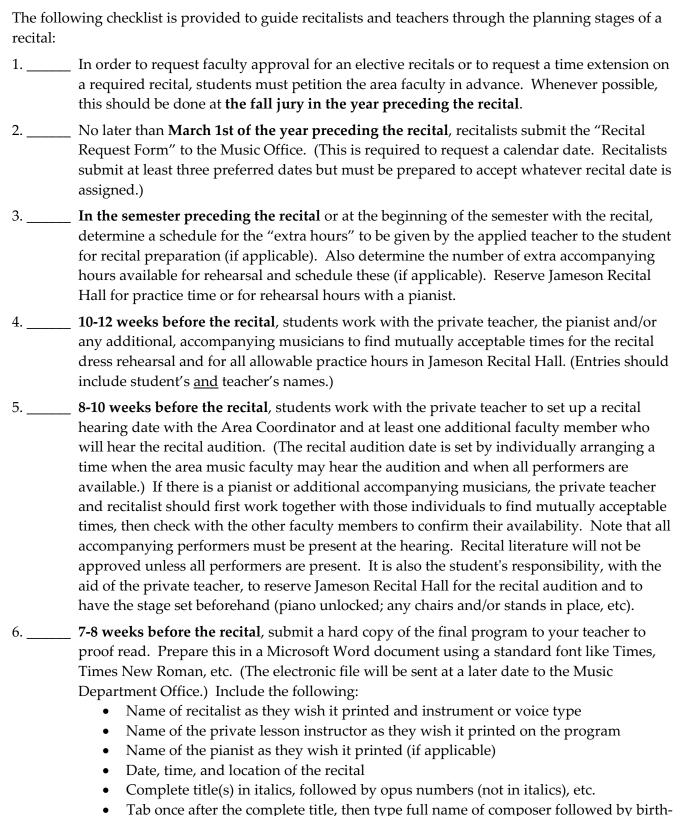
Elective recital 4 hours practice, not including the dress rehearsal

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.)

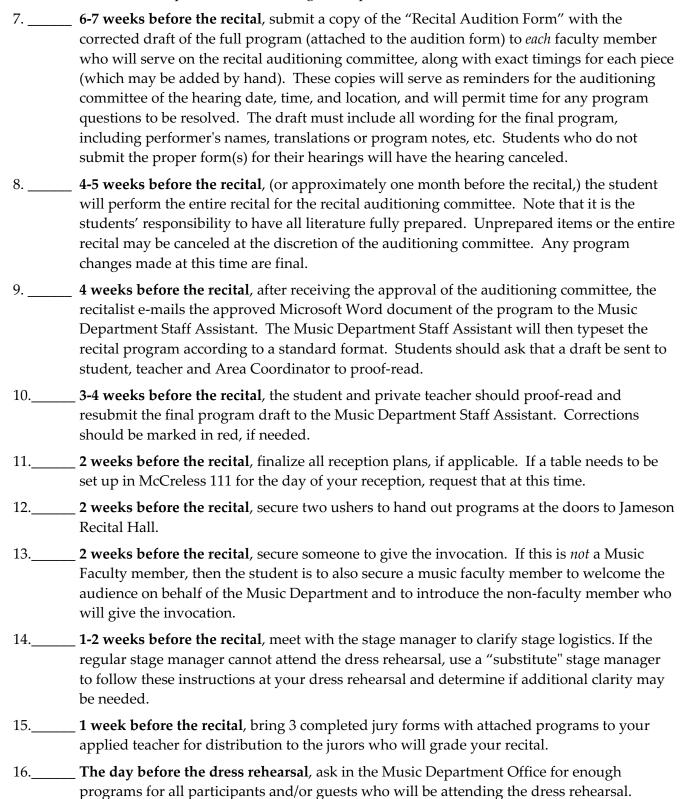
RECITAL PREPARATION CHECKLIST

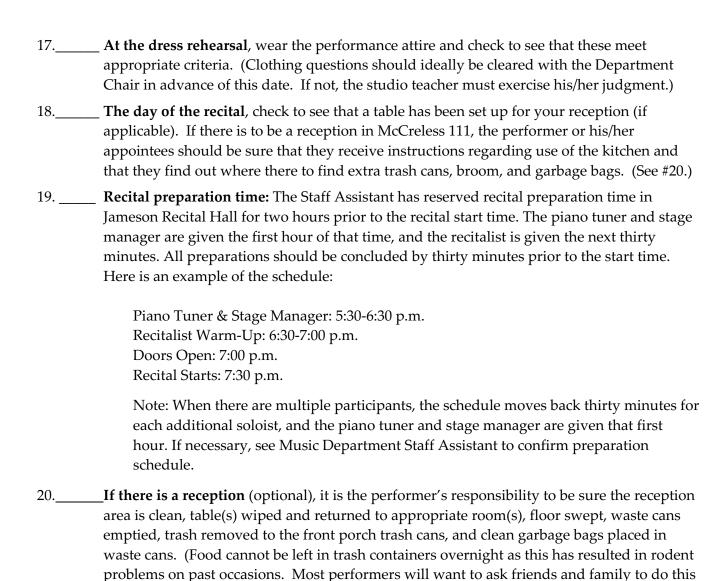


Include all appropriate accents and/or other foreign language symbols

death years in parentheses and in plain text (not in italics)

- 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





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 <u>not required</u> 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.