Recital Preview Request Form

Student’s Name: ____________________________

TYPE OF RECITAL PROGRAM

BM (Senior) ______________ BME (Senior) ______________ MM (Graduate) ______________

BM (Senior) ______________ BMA (Senior) ______________

Students Signature: ____________________________

Name of Advisor: ____________________________

Applied Instrument(s) Signature: ____________________________

Date Signed: ____________________________

CAPTAINS REQUIREMENT

BM (Senior) ______________ BMA (Senior) ______________ BFA (Captain Only) ______________

The student listed above has met all required criteria and has been approved.

Date Approved: ____________________________

Chair, Preview Committee: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Committee Member: ____________________________

Comments: ___________________________________________

RECTOR PREVIEW GUIDELINES

Please read and follow these guidelines:

It is the student’s responsibility to determine the necessary preview schedule for their area and then to arrange a specific time within that schedule with the department chair or department designee. The student should contact the secretary at least thirty (30) days prior to the recital preview or upon request if the department requests. The student will be notified in writing of the date and time, along with any materials. Please be advised that a scheduled recital on the fall semester is only tentative until the preview has been passed. We advise students to hold travel arrangements until the recital preview has been held.

Materials Necessary for the Recital Preview (Due to the department chair or designate 3-5 weeks prior to preview):

1. A copy of the prepared recital program must be presented to the department chair or department designee.
2. A copy of the recital program must be presented to the student. The program should be typed or printed and include the following information:
   - Performance title or piece
   - Composer
   - Date and location of performance
   - Time of performance
3. A copy of the program must be submitted to the department chair or department designee.
4. All pre-requisites must be met.

The Recital Preview Performance

1. The program must be prepared in the same manner as the recital will occur, including ornaments.
2. All ensembles must be present and prepared.
3. The candidate must perform with the work of both choral, later which the faculty member would assign.
4. All previews last 30 minutes.

After the Recital Preview

1. Immediately following the preview the student will be notified of the preview committee’s decision. Individual faculty voice and comments recorded on copies of the program will be returned to the student. If the preview is approved, the student will receive the signed program form, which is signed by the recital chair and the student. If the preview is not approved, the student must reconsider the preview as a complete decision by the committee.

Final Arrangements with the School of Music Office

To finalize all recital arrangements, the School of Music needs the following NO LATER THAN TWO WEEKS PRIOR TO THE RECITAL:

1. The Recital Preview Form, signed by the department chair or department designee.
2. Copies of the program for the music office and any necessary permissions for the music office.
3. A typed recital program, complete with all necessary information, for the recital committee.
4. A copy of the program for the music office.
5. A typed recital program, complete with all necessary information, for the music office.
6. A typed recital program, complete with all necessary information, for the music office.

If items 1-5 are not received by the School of Music Office 2 weeks prior to the recital, the recital will be canceled. Please follow the above guidelines to ensure a successful recital.

About 3 days prior to the recital, the student should check with the music office to ensure the printed program. Programs are prepared in no charge to the performer. Programs are brought to the recital by the recording technician and displayed for the audience to view. There is no recording fee for a student enrolled in a recital. The recording fee for a student not enrolled in a recital is $500.00. All student recitals except DMA recitals will be given to the performer immediately after the recital. DMA recital recordings will be given to the student’s applied instructor within a few days after the recital.