The student named below will appear in front of the recital preview committee. It is understood that the complete recital program will be ready for presentation at this time

Student's Name

Preview Date Requested:

TYPE OF RECITAL PROGRAM

BM (Junior)  BME (Senior)  MM (Graduate)

BM (Senior)  BMA (Senior)

Students Signature

Name of Advisor

Applied Instructors Signature

Date Signed

CAPSTONE REQUIREMENT

BM (Senior)  BMA (Senior)  BFA (Capstone 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:
RECITAL PREVIEW GUIDELINES

Please read and follow these guidelines.
It is the student’s responsibility to determine the semester preview schedule for their area and then to arrange a preview time within that schedule with the department chair (or department designate). The student should contact the specified person at least two to three weeks prior to the recital preview for earlier if required by the department. The student will turn in materials 1-4 listed below to the department chair or department designate. The chair or designate will schedule the time along with the area faculty. Please be advised that a scheduled recital on the SoM calendar 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 2-3 weeks prior to preview.)

1. One copy of the proposed recital program must be presented to the department chair or designate and each member of the recital committee. It should be typed exactly as it would appear at the performance, including movement titles, composers’ dates and translation of titles, and full names of all assisting performers and accompanists. Performance timeline for each movement of each work must be indicated on the program. (Please see Recital Program Templates)
2. One copy of the Capstone paper for each preview committee member present. This requirement is only for BM seniors and BMA students.
3. A Recital Preview Request Form.
4. At least one score for each work.

The Recital Preview Performance

1. The program must be presented in the same manner as the recital will occur, including memorization.
2. All assisting players for each selection on the program must be present and prepared.
3. The candidate may begin the preview with the work of his/her choice, after which the faculty members present will ask for selected other works.
4. All previews last 20 minutes.

After the Recital Preview

Immediately following the preview the student will be notified of the committee’s decision. Individual faculty votes and comments recorded on copies of the program will be returned to the student. If the preview is approved, the student will receive the passed preview form, which is signed by the recital committee. If the preview is not approved, the student must reschedule the preview at a time determined by the committee.

Final Arrangements with the Hall Manager (Room 105C):

To finalize all recital arrangements, the Hall Manager needs the following:

1. The Recital Preview Form, signed by the department chair or designate and the applied instructor.
2. A Stage Requirement Form, indicating requests for chairs, stands, piano, reception, etc.
3. A Recital Program, complete with any changes or corrections recommended by the preview committee.

IF ITEMS 1-3 ARE NOT RECEIVED AT LEAST TWO WEEKS PRIOR TO THE RECITAL, THE RECITAL MAY BE REMOVED FROM THE CALENDAR AT THE HALL MANAGER’S DISCRETION.

Additional Optional Arrangements with the Hall Manager:

- Rehearsal time request (must be made in-person after preview has been passed).
- A Video Request Form & check (If you would like OU Video Media Services to film/stream your recital).

Programs are prepared at no charge to the performer. Programs will be brought to the recital by the recording technician and displayed for the audience to pick up.

An audio recording is produced for every student recital. A CD of the recording will be given to the performer immediately after the recital and a second copy will be delivered to the Media Resource Center for archiving.