

Requirements and Suggestions for Students Giving Recitals

	Tasks to be completed
6 Months prior to recital	<ul style="list-style-type: none"> • Complete a Recital Application, select a recital date and secure a pianist and/or additional performers. • Finalize Repertoire with your applied teacher. • Purchase scores, recordings and other necessary materials.
6 Weeks prior to the Recital	<ul style="list-style-type: none"> • Present a printed version of your Recital Program to your teacher for approval. (include program notes/translations if applicable) Sample programs can be found in the Music Office. • Submit an Event Description including reception requirements to ensure proper seating, piano tuning, and set up. (form can be found on the department website)
5 Weeks prior to the Recital	<ul style="list-style-type: none"> • Submit a Press Release to the Music Department Secretary so it can be forwarded to the Publications Office and sent to local media. (form can be found on department website) • Invite three professors (including your applied teacher) to serve as the Jury for your Recital Hearing. Based on their availability, select a date for your Recital Hearing and reserve a space for the hearing to occur. C145 and C134 are preferred.
4 Weeks prior to the Recital	<ul style="list-style-type: none"> • Once your written Recital Program has been approved by your applied teacher, submit it to the Music Office. Both hard copy and electronic copy are required.
3 Weeks prior to the Recital	<ul style="list-style-type: none"> • Perform Recital Hearing for the selected jury. The hearing must take place three weeks prior to your recital. The hearing will be guided by the applied teacher. • Students are expected to show that all aspects of the program are “performance ready” at the time of the hearing (memorization, additional performers, etc) • Recital Hearings will be graded like a regular jury and the grade will be factored into the applied music grade. • A copy of your Hearing Results will be placed on file in the Music Office • In the event the Recital Hearing is failed, the student will be given one opportunity to re-attempt. If the second attempt is unsuccessful, the recital may be cancelled or postponed at the discretion of the applied teacher.
2 Weeks prior to the Recital	<ul style="list-style-type: none"> • A Preview Recital at an off campus venue is strongly encouraged. Local Assisted Living Facilities (Messiah Village, Bethany Village, Brethren Village) typically welcome such programs and provide you with an opportunity to have a real performance experience prior to the actual on-campus presentation. Contact information available in Music Office. • Schedule and perform the final Dress Rehearsal in the hall.
Week of the Recital	<ul style="list-style-type: none"> • Write Thank-you notes for those who have supported the endeavor.