

So You are Going to Give a Recital?!?!?!?!?!?

This handout is designed to provide all of the necessary information you need to have to give a recital in the PSU Department of Music. Ultimately, it is **YOUR** responsibility to adhere to the Departmental Guidelines for giving a recital. Please work with your studio teacher to make sure you dot your i's and cross your t's. Remember BM students must complete the piano proficiency before you present your senior recital. (B.M.E. must complete piano proficiency before you student teach.)

Select your Repertoire

This needs to be done in a timely manner so that you can get the music to your accompanist in time. They will need some lead time to learn the music. Your studio teacher will help you select your repertoire.

Secure an Accompanist

If your recital is a required recital (Graduate, Senior, Junior) the department will fund the use of one of our approved departmental professionals at the rate of \$30 per hour up to a total of \$210. This fee pays for 6 hours of rehearsal and the recital. Any additional rehearsal time will need to be negotiated between you and your accompanist. Your studio teacher is aware of the parameters of this fund.

Secure a Recital Date

Fill out one of the yellow cards next to the calendar on the first floor. This should be done at least 3 months prior to the date you have in mind. For example, if you're planning an April recital, check the schedule in January! You will need your studio teacher's signature on this card. Turn the card into Ms. Jill Allen, *WITH YOUR \$15 RECITAL FEE*. If you are doing a joint recital, both performers must pay. **No money-No date!!** Jill will process this and Mr. Kehle will let you know when your date is secured.

Assemble Your Hearing Committee

You must assemble a committee of three faculty, which will include your studio teacher and two other faculty from the department. This should be done at least 2 months prior to your recital to give the faculty members enough notice.

Schedule your Recital Hearing

The date of your recital hearing should be scheduled soon after you have set your recital date, at least 2 months prior to your recital. This will ensure the availability of the faculty members, and give you the student an acceptable timeline for learning your music.

Your recital hearing must be held no less than two (2) weeks prior to your actual recital date. Only under extreme circumstances will this policy be modified and **ONLY** with the knowledge and acceptance by the Chair. Chamber works must also go through the Recital Hearing process.

Make your Program

In collaboration with your studio teacher, prepare your program according to the guidelines attached. Your program must be submitted to your Recital Hearing Committee at your hearing. They will all proofread the program and sign off on it. **No program-no hearing!!!**

Recital Hearing Committee Approval

Your hearing committee will either approve or disapprove your hearing. If they approve, all three committee signatures must be completed on the form and your recital program attached. This will be turned into the Music Office for final preparations.

Recording/Programs

As part of your \$15 Recital Fee, you will receive a CD recording of your performance and 75 copies of the program. If you wish to hire a professional to come in and use the high dollar equipment, that is up to you, but the entire \$15 Recital Fee is still required.

Backstage Manager

It is the student's responsibility to secure a backstage manager for student recitals. There is a list on the bulletin board right outside the back door of the hall with contact information.

Final Checklist

- Select your Repertoire _____
- Secure an Accompanist _____
- Secure a Recital Date _____
- Assemble Your Hearing Committee _____
- Schedule your Recital Hearing _____
- Make your Program _____
- Recital Hearing Committee Approval _____
- Secure a backstage manager _____
- Give a **GREAT** Recital _____

Recital Signature Page

Date of your Recital Hearing_____

(This date MUST be at least two weeks prior to your recital)

Program submitted to Hearing Committee_____

Signatures of Hearing Committee giving approval to give recital as planned

1)_____

2)_____

3)_____

Please return this form to Dr. Fuchs for final recital approval.