



STUDENT RECITAL SCHEDULING PROCEDURE

All of the forms mentioned (in Bold) below can be found on the School of Music website under "Documents and Forms."

- Enroll in the appropriate course for the semester in which you will perform your recital: MUS 399 (Junior Recital), MUS 498A (Full Senior Recital), MUS 498B (Half Senior Recital) or MUS 698 (Graduate Recital).
 - If you are an instrumentalist pursuing a Bachelor of Music degree, enroll in MUS 259 (Literature of the Major) at the same time you're enrolled in MUS 399 (Junior Recital).
- Look online to find two available dates and times via 25Live (located on myredlands and at [https://25live.collegenet.com/redlands/#home_my25live\[0\]](https://25live.collegenet.com/redlands/#home_my25live[0])) and the Event Calendar on the School of Music website. When looking at the calendar, check to make sure that there is nothing scheduled in Watchorn 107 (FLPH) during the time when you'd like to have your recital and that there are no other School of Music events scheduled on that day and time (in another venue).
- Confirm your recital repertoire with your applied teacher. Junior Recitals and Senior Music Education Recitals should be no less than 25 minutes and no more than 30 minutes of music per performer including breaks between numbers. Two such recitals must be combined whenever possible to present one full recital. Senior Recitals should contain a maximum of 50 minutes of music and be no longer than one hour including intermission and breaks between works.
- Complete the **Recital Contract**, have it signed by your teacher and all who are involved in your recital, then submit it to Watchorn Hall Room 102 by the appropriate recital scheduling deadline:

Priority Fall Recital Scheduling Deadlines:

- Senior, Graduate & Artist Diploma Recitals: Friday, September 20, 2019
- Junior Recitals: Friday, September 27, 2019
- Non-Degree & Other Recitals: Monday, September 30, 2019

Priority Spring Recital Scheduling Deadlines:

- Senior, Graduate & Artist Diploma Recitals: Monday, December 2, 2019
- Junior Recitals: Friday, December 6, 2019
- Non-Degree & Other Recitals: Monday, December 9, 2019

Please note that recitals must be scheduled at least 6 weeks in advance. Once your recital date is approved, it will be entered in the calendar. The School of Music office will email you a confirmation of your recital date, time and location.

- Once you receive the email confirmation of your recital date:
 - Complete and submit the **Pre-Recital Request Form** to Watchorn Hall, Room 102 as soon as possible. Be sure to check the room availability on the R25 Webviewer prior to submitting the form. Pre-Recitals must be scheduled at least 4 weeks prior to the date of the recital.
 - Reply to the email to let the Music Office know if you would like to reserve a room for a reception after your recital

- One week prior to the Pre-Recital Date, the Artist Statement and Program Notes must be submitted to Watchorn Hall, Room 102. The guidelines for the Artist Statement and Program Notes can be found in the “Capstone (Recital and Project) Description” section of the Student Handbook. Be sure to bring the **Pre-Recital Approval Form** with you to your Pre-Recital, along with a copy of your Artist Statement and Program Notes.

- The **Recital Program Form** and the **Recital & Concert Services Form** need to be submitted to the Music Office a minimum of 10 business days prior to the recital.

- A proof of your formatted program will be emailed to you. Please review it and email any corrections no later than 2 business days prior to your recital date. A final version of your program will be emailed to you. You are responsible for printing your program notes and any physical copies of your program you’d like to have to distribute at your recital. A PowerPoint will be provided, if you request one on your **Recital Program Form**.

- The Post-Recital Reflection should be submitted to the Music Office within two weeks after your recital date. The instructions for this can be found in the “Capstone (Recital and Project) Description” section of the Student Handbook. You cannot receive credit for your recital without completing and submitting all paperwork to the Music Office.



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|-----------------------|
| Office Use: |
| Date Rec'd: _____ |
| Recital Booked: _____ |

RECITAL CONTRACT

Priority Fall Recital Scheduling Deadlines:

- *Senior, Graduate & Artist Diploma Recitals:*
Friday, September 20, 2019
- *Junior Recitals:* Friday, September 27, 2019
- *Non-Degree & Other Recitals:*
Monday, September 30, 2019

Priority Spring Recital Scheduling Deadlines:

- *Senior, Graduate & Artist Diploma Recitals:*
Monday, December 2, 2019
- *Junior Recitals:* Friday, December 6, 2019
- *Non-Degree & Other Recitals:*
Monday, December 9, 2019

Name _____ Phone _____

Instrument _____

Proposed Recital Date _____ Time _____

Alternate Recital Date _____ Time _____

Type of Recital (circle one): Junior+ Senior Graduate Artist Diploma Non-Degree*

I am registered to receive credit for my recital in the following term: _____.

Degree (circle one): BA Performance Music Education Composition Conducting

* See Student Handbook for related fees.

+ Students giving their Junior Recital should also be registered for Literature of the Major in the same semester.

By securing the above date on the calendar for my recital, I understand that I am committed to performing my recital on this day. I also understand that if I cancel or postpone my recital for any reason other than serious illness or unusual circumstances beyond my control, I cannot reschedule my recital until the following semester. I understand that I must book my recital date at least 6 weeks in advance. I have read and completely understand the recital policies as outlined in the Student Handbook.

Student Signature _____ Date _____

My Instructor, Accompanist, and all other participants in this recital have approved the above date and time.

Instructor's Name _____ Instructor's Signature _____

Accompanist's Name _____ Accompanist's Signature _____

Name and Signature of each participant:

Please add any additional names and signatures to the back of this contract.