

# So You are Going to Give a Recital!

## General

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 the **STUDENT'S** 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 presenting your senior recital. (B.M.E. must complete piano proficiency and senior recital before student teaching.)

## 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 so get the music to them early. Your studio teacher will help you select your repertoire. It is vital to give consideration to the difficulty of the accompaniment in this process. If the accompaniments are difficult it is critical that the music be selected more than six months in advance of the recital.

## 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 \$200 for junior recitals and \$240 for senior and graduate recitals. The money from the department is normally in the form of increasing your scholarship by \$200. The **student** is responsible for paying the entire fee to the accompanist. This fee pays for 6 to 7 hours of rehearsal and the recital. . If the program is unusually difficult for the accompanist you should expect a higher fee for additional practice and rehearsal time. 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 salmon colored sheets found in the music office. 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 form. Turn the form into the office secretary, *WITH YOUR \$15 RECITAL FEE*. If you are doing a joint recital, both performers must pay. **No money-No date!!** The office administrative assistants will process this and Mr. Kehle/Dr. Marchant 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. They are selected in collaboration with your studio teacher. 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 on your recital 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. Please refer to the **Sample Music Program** under the **Music Student Information** section. **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) \_\_\_\_\_