

RECITAL CHECKLIST - STUDENT RECITAL PLANNING 2023-24

- 1) SELECT A RECITAL DATE and PRE-RECITAL HEARING DATE. The pre-recital hearing must be one (1) week in advance of the recital performance. Consult with your applied teacher, accompanist, and any other musicians who might be assisting you in your recital. Clear the performance and pre-recital hearing dates with these people FIRST!
- 2) If you wish to perform your pre-recital and/or recital in the SVS RECITAL HALL YOU must fill out the HCPA Room Request Form on the Student Forms page. Weekday recitals are scheduled 5:30pm or 7:30 pm. Weekend recitals are scheduled for 12:00pm, 2:30pm, 5:30pm or 7:30pm.
- 3) If you wish to perform your recital in COOK-DEWITT AUDITORIUM, you must reserve through Event Services. If you require a piano in CDC, contact Sean Schafianski to request the use of the CDC Steinway.
- 4) After the recital date, time, and pre-recital hearing date and time have been officially scheduled in your performance space, you must select a 3 member Faculty Recital Committee:
 - A. BM or BA Recital Committee (3 faculty members):
 - Student's applied teacher and 2 other faculty members.
 - B. BME Recital Committee (3 faculty members): Student's applied teacher and 2 other faculty members with one being a member of the music education area.
 - C. Students sharing a recital will share a faculty committee (3 faculty members):
 1. 2 respective applied faculty members and 1 one other faculty member.
 2. If same applied teacher, then applied teacher and 2 other faculty members.
 - D. Applied teachers will attend the recital; the other recital faculty member(s) are not required to attend the recital.
 - E. Please provide three (3) copies of your recital program for your recital committee at the time of your pre-recital hearing.
 - F. Provide one (1) copy of the music scores at the time of your pre-recital hearing.
- 5) Having successfully completed the aforementioned steps:
 - A. Please complete this application in full.
 - B. Send the completed application to the recital coordinator:
Prof. John Martin: marjohnt@gvsu.edu
 - C. Application must be submitted 4 weeks before pre-recital hearing.

- 6) BME majors may NOT schedule a recital during their STUDENT TEACHING semester (EDI 431/432).
- 7) Recital Programs:
 1. Students create their own recital programs with final editing by the applied teacher following the format of sample programs (available in the "Current Students" area on the Music, Theatre, and Dance Department website -www.gvsu.edu/music).
 2. Three (3) copies of the complete program draft will be given to the recital committee at the pre-recital hearing.
 3. The program will include: titles, dates of composition, composers and/or arrangers birth and death dates, assisting personnel and their instruments, text translations for vocalists, and program notes if required by the applied teacher.
 4. Once the recital is approved, incorporate any final revisions in the program copy as suggested by the recital committee.
 5. It is the performer's responsibility to print his/her own programs.
 6. Recitals that are BA senior projects (that is, done under MUS 479 01) must either include program notes or be done as lecture-recitals. See "Degree Programs" in the handbook for further details.
- 8) Audio Recording: If the performer would like the recital recorded, please fill out an Audio Recording Request form available in the "Current Students" area on the Music and Dance Department website - www.gvsu.edu/music.

****PLEASE CONSULT THE DEPARTMENT OF MUSIC, THEATRE, AND DANCE PROGRAM STUDENT HANDBOOK, SECTION 28, FOR MORE DETAILED INFORMATION CONCERNING RECITAL PLANNING. (www.gvsu.edu/music under "Current Students")**