

## Requirements For Student Recitals

- A. Make sure you have paid your Music Use Fee.
- B. A *Request for Student Recital* form can be obtained from the Music Office (MUS179) and is also available on-line from the School of Music and Dance [website](#). Fill it out completely (make sure you have obtained all the signatures) and submit it to the Music Office.
- C. Attach a typed copy of your recital program approximately as it will be printed. Indicate in pencil the length of each piece.
- D. All arrangements must be approved by the Director of the School.
- E. When the *Request for Student Recital* form has been signed by the Director, you may reserve a recital date in the Concert Hall (MUS176). Recitals may not normally be scheduled during holidays or the summer months. Pick up a *Recital Concert Hall Reservation* form from the Music Office. Fill out the form and take it to the Bookkeeping Office (MUS165) and pay a \$30 reservation fee and \$100 cleaning deposit. Return the complete form and receipt to the Music Office to reserve a concert date. An on-line version of the Recital Concert Hall Reservation form is also available on the School of Music and Dance [website](#).
- F. The recital form must be completed and turned in one month prior to your recital date. If it is not, your recital could be cancelled. The recital form will be signed by the Director and confirmed by the Music Office, then put in the Student Pick-Up box for you to retrieve before your recital so that you can get the second set of signatures following your recital (your applied instructor and one other faculty member). Then return the form with fifteen copies of your program to the Music Office.
- G. It is your responsibility to notify the office immediately if you decide to cancel your recital. Failure to do so is a breach of courtesy to your fellow students and may affect your grade.
- H. Rooms that you use for receptions must be cleaned up, tables and chairs returned and in place, and trash removed. No reception may be held in the Concert Hall. No alcoholic beverages are permitted.
- I. The Music Office produces the Recital Programs. You need to turn in a copy of the Program to the Office a minimum of two weeks prior to your Recital. You are responsible for your recital posters, program notes and translations.
- J. You are responsible for making all your own arrangements for staging and ushering. If you need equipment moved or other special arrangements, discuss them with the instrument technician. Arrange with your applied teacher for access to the building during hours not normally open.
- K. Sound equipment and cameras are not allowed in the aisles of the Concert Hall because they are a fire hazard.
- L. It is your responsibility to restore all areas you have used to a normal level of cleanliness and order. The Concert Hall must have all pianos replaced in their storage areas and the instruments and equipment that belong on stage must also be replaced. After you have done this your \$100 cleaning deposit will be returned. See the Music Office.