

RECITAL CHECKLIST STUDENT PROCEDURES

Recital Program and Program Notes Procedure

1. Students submit the first draft of the recital program as per the deadline assigned by the applied teacher. The provided Voice Area recital program template must be utilized and should include:
 - a. PROGRAM – Title Page, Program Order, Performer Biographies & Headshots, Acknowledgments (optional), and Upcoming Events
 - b. INSERT – Program Notes and Texts & Translations for all selections performed
 2. Students submit the second revised draft (complete program) to the applied teacher **one week before** the recital hearing. A complete program should include all the elements listed above for the first draft. For joint recitals, students *must* submit a single recital program (rather than two separate programs). ***If a student does not submit a program, that student will not be given a passing grade for the recital hearing.***
 3. Upon successfully completing the recital hearing, students are required to implement all committee corrections and submit the final revised version of both the program and program notes to their applied teacher **10 days before** the scheduled recital. ***Failure to adhere to this deadline will result in cancellation of the recital.***
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Recital Hearing Procedure

1. The student(s) preparing for a recital will, in consultation with their applied teacher, select additional faculty members to serve on the recital committee. This committee consists of three members. *The students' applied teachers must be on the committee.*
2. The student(s) will fill out the **Recital Request Form** (together if this is a joint recital), scheduling the location, date, and time of the hearing, dress rehearsal, and recital. It is the students' responsibility to obtain the signatures of the committee members and pianist, and to submit the form to the voice area coordinator who will place a copy of the recital request form in each student's file in the music office.

The scheduling window is as follows according to the Recital Scheduling Policy:

 - a. For Fall Recitals: April 1-June 30 prior to the Fall
 - b. For Spring and Summer Recitals: September 15-December 10 prior to the Spring/Summer

3. Students should seek assistance from their applied teachers in reserving the location for the hearing once the Recital Request Form is submitted.
 4. The student(s) must perform the Recital Hearing in front of all recital committee members at least three weeks before the scheduled recital, and not more than four weeks before the recital. For Junior Recitals, this is a joint hearing and for Senior Recitals, this is a solo hearing.
 5. Students will submit their recital program and program notes to their applied teacher prior to the recital hearing so that all committee members may review the program during the hearing. See the Recital Program and Program Notes Procedures above for details.
 6. The student(s) will perform selections from the recital at the hearing. The student may choose the first selection. Committee members will choose the remaining selections. *All performers* involved in the recital must be present at the hearing.
 7. At the completion of the hearing, the student participants will be dismissed, and the faculty committee will vote on the hearing with a rating of pass or fail based on majority ruling for each student. Each student is graded *solely* on his or her own preparation and performance, not on the cumulative effort if this is a joint hearing. The vote and any comments will be recorded on each student's recital hearing form and the forms will be placed in each student's file in the music office.
 8. If the hearing is successful, the students are required to implement all committee corrections and submit the final program and program notes to their applied teacher prior to the recital. See the Recital Program and Program Notes Procedures above for details.
 9. If a student fails the hearing, he or she may re-take the hearing not less than 1 week or more than 3 weeks after the failed hearing *with the committee's approval*. A student may not attempt the hearing more than twice in one semester.
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Dress Rehearsal

1. The dress rehearsal is optional and based upon the availability of the collaborative pianist. Dress rehearsals should take place within one week of the recital. All performers must be present for the dress rehearsal.
 2. The applied instructors will also attend whenever possible. The other recital committee members are not required to be at the dress rehearsal.
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Recital

1. Students should seek assistance from their applied teachers in reserving the location for the dress rehearsal (optional) and recital once the Recital Request Form is submitted.
 2. Performance location options are as follows:
 - Lecture-Recital Hall, Music Building
 - Choral Hall, Music Building
 - Other locations may be considered – consult applied instructors
 3. Student workers will be assigned to usher each recital (see below).
 4. Recording and reception are optional and up to the students to arrange, if so desired.
 5. Upon completion of the recital, each committee member will vote on the recital with a rating of pass or fail based on majority ruling for each student. Each student is graded *solely* on his or her own preparation and performance, (not on the cumulative effort if this is a joint recital). The vote and any comments will be recorded on each student's recital form and the forms will be placed in each student's file in the music office along with a copy of the recital program.
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Student Ushers

1. Every student, faculty, and guest artist recital will have assigned student ushers.
2. Student usher assignments will be given out at the beginning of each semester. There will be two student ushers and one alternate for each event.
3. The responsibilities of student ushers are as follows:
 - a. Dress in all-black. Attire should be clean and in good condition. Footwear should allow the ushers to move easily and safely (closed-toe shoes ONLY).
 - b. Assist with set up before the recital, any set changes during the recital, and clean up after the recital.
 - c. Hand out programs to audience members.
 - d. Allow latecomers to enter only during moments of applause between sets.
4. Every voice major must usher for a recital at least once during their studies at MSU.