

STUDENT RECITAL PACKET

Congratulations! You are ready to plan and perform in a student recital! Please read through this packet thoroughly and take care to note important information. If you have any questions, please email the Music Department Office (MusicOffice@cord.edu).

SCHEDULING YOUR RECITAL

*Recitals are scheduled no later than three (3) months before the performance date.

1. *SPEAK* with your lesson instructor, accompanist, and other performers to see what date(s) work best for everyone.

2. Then *CHECK* with the Music Department Office regarding available dates in the Hall.

- You must use one of the standard recital times in the table.
- Christmas Concert weekend, finals week, academic breaks, and Commencement weekend are unavailable for student recitals.

Weekdays:	Saturdays:	Sundays:
7:00 PM	11:00 AM	1:00 PM
8:00 PM	1:00 PM	3:00 PM
	3:00 PM	5:00 PM
	5:00 PM	7:00 PM
	7:00 PM	

3. Once found, your recital will be tentatively scheduled until you *TURN-IN* the **\$5 recital fee with PAGE TWO of this packet** to the Music Department.

4. After the fee is paid, your recital is confirmed and added to the department calendar.

PROGRAMS AND POSTERS

The \$5 recital fee covers the cost of printing for your programs and posters by the main office. You must submit program information to the Music Department Office at least two weeks before your recital.

You will receive a request for information from the Music Department Office (MusicOffice@cord.edu).

- Respond by attaching a **WORD DOCUMENT** of your program (pieces in performance order, composer names/dates, accompanist). Include additional performers and indicate the piece(s) they are featured.
- **All program information and translations should be fully proofread, as it will not be edited by the office.**
- If you would like a poster, you can include a nice photo of yourself with your program information.
 - You can choose to make and print your own poster. It must be 8.5" x 5.5" and be appropriate for a professional level recital (sorry, no memes).
- VOCALISTS - If you have translations you would like printed, please email a **WORD DOCUMENT** with your program information to the Music Department Office (MusicOffice@cord.edu).

OTHER IMPORTANT INFORMATION

DEGREE RECITAL: If you are completing a degree recital, you will need to do a recital hearing 3 weeks before your recital. More information available on page 3, which is the form you must bring to the hearing and have signed by three (3) faculty members.

NON-DEGREE RECITALS: Non-degree recitals will be scheduled in the North Choral Rehearsal Hall (187). Non-degree recitals include freshman, sophomore, and other additional recitals not required for the completion of a degree.

DRESS REHEARSALS: You can have up to 2 hours in the recital hall for rehearsal, dependent on availability. Speak with Music Department Office about availability and scheduling for rehearsals.

STAGE SETUP: You will receive an email from a student supervisor regarding stage setup and expectations. Please arrive early to confirm with the stage managers about set up and any resetting during the performance.

RECORDING: All student degree recitals will be streamed and recorded. Non-degree recitals will be recorded, but not streamed. If you want a copy of the recording, email the Music Department Office (music@cord.edu) and you will receive an MP4 in a few days.

STUDENT ENSEMBLES: Student ensembles should use the form on Page 4 of this document.

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Recital Information

Performer's Name: _____

Email: _____

Instrument/Voice Part: _____

If Composition, list "Composition"

Date & time (confirmed with the Music Department Office): _____

Faculty Name: _____

Is this a degree recital? ____ Yes ____ No

Year in school: ____ FR ____ SO ____ JR ____ SR

Music Degree: ____ BA ____ BM ____ Non-music

Length of Recital: ____ Full Recital

____ Half Recital ~ Performer of other half: _____

Recital Confirmation:

For your recital to be confirmed, please submit this completed form along with your \$5 fee to the Music Department Office.

Once you have submitted your form and fee, the Music Department Office will send a confirmation email to the you and your lesson instructor.

To be filled in by Music Office:

Date submitted: _____

Payment submitted: _____

Recital confirmed in Mazévo: _____

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Recital Hearing

At least **three weeks** before the scheduled performance date of a required degree recital, a recital hearing must be performed for a committee of three music faculty members, including the student's private teacher. (Junior/Senior recitals for BM: Instrumental or Vocal Performance, Senior recitals for BM: Education and Theory/Composition)

The hearing should consist of anything on the program, as requested by faculty, but does not necessarily need to include all portions of every work.

Faculty may approve the entire recital, approve a portion and require another hearing on the remaining portion, or decide that the recital should be postponed. The final decisions are to be made at the discretion of the faculty committee listening to the recital hearing.

No degree recital will occur without the faculty approval of a recital hearing.

Student Name: _____

Instrument/Voice Part: _____

Recital Date: _____ Date of Recital Hearing: _____

We, the undersigned music faculty members, have determined that this recital will be ready for public presentation when scheduled.

Faculty Committee:

Sign: _____ Print: _____

Sign: _____ Print: _____

Sign: _____ Print: _____

Students – bring your signed form to the office and put it in Dr. Dickey's mailbox.

If the recital needs to be rescheduled, please email the Music Department Office (music@cord.edu) to reschedule.

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Student Ensemble Recital Information

Ensemble Name: _____

Main Contact Name: _____ Email: _____

Participants: _____

Date (confirmed with the Music Department Office): _____

Faculty Supervisor Name (if applicable): _____

Length of Recital: _____ Full Recital

_____ Half Recital ~ Performer of other half: _____

Recital Confirmation:

As an ensemble, you can make your own programs and waive the \$5 fee or pay the \$5 and have the Music Department Office format and print programs for your recital.

For your recital to be confirmed, please submit this completed form along with your \$5 fee to the Music Department Office. The fee can be cash or check – checks made payable to Concordia College.

Once you have submitted your form and fee, the Music Department Office will send a confirmation email to the main contact.

To be filled in by Music Office:

Date submitted: _____

Payment submitted: _____

Recital confirmed in Mazévo: _____