

Recital Request Guidelines & Form

The Music Conservatory 2009-2010

Please read through the entire **Recital Request Guidelines** packet. The contents are as follows:

- Introduction, Instructions, Recital Request Dates, and Guidelines
- 2009-2010 Recital Scheduling Chart
- **Recital Request Form**

The degree recital is not only an opportunity to display your talent and hard work, it is also a required step toward graduation. Please read the following pages carefully to ensure that your recital scheduling and preparation go as smoothly as possible. Choose five possible dates spanning at least two months that work for you and your instructor based on the calendar, fill out the Recital Request Form, and submit it during your assigned time.

Recital Request Form Instructions

This form, found at the end of the packet, is to be *fully completed* and returned to Stephanie Bettig, Facilities & Scheduling Coordinator in room 932, on the assigned dates found below. Please note that **all** 2009-2010 student recital dates both Fall and Spring semesters are scheduled during the listed dates. Guidelines for the available recital dates are listed on the following pages.

The concert calendar is constantly being updated and availability is subject to change. Outside of room 932, there will be an updated list of remaining recital dates. Especially seniors and juniors: check this list to confirm that your preferred dates are still available prior to submitting your form!

Bring your completed form to room 932 during the dates designated below. Stephanie will accept forms between the hours of 10:00 a.m. and 5:00 p.m. only.

2009-2010 Recital Request Dates	
Degree Level	Recital Request Dates
Diploma & Graduate Students	September 7, 8 & 9 only
Seniors	September 10, 11 & 14 only
Juniors*	September 15 & 16 only
Non-degree, voluntary recitals	September 17 & 18 only

*Juniors must present a joint recital with another junior. (You may select your co-recitalist

prior to your recital request dates, Sept. 15 & 16, and select your dates jointly.) You do not need to have the same major. If you do not choose a co-recitalist, the Music Conservatory Office may choose another student to pair with you.

Important Notice

If you fail to return your form during your designated recital request dates, your form will be processed last. This could prevent you from receiving a recital date and possibly postpone your graduation. Forms that are received after September 18, 2009 are accepted only at the discretion of the Music Conservatory Office.

Available Recital Dates and Selection Guidelines

The following pages show the dates available for student recital reservations as of September 3, 2009.

- All required degree recitals are scheduled in Ganz and Marks Halls only.
- Generally, jazz recitals take place in Marks Hall and classical recitals take place in Ganz Hall.
- Off-campus recitals are not permitted.
- Recitals must not conflict with any other CCPA event, unless approved by the Music Conservatory Office.
- Within the appropriate dates, recitals are scheduled on a first-come, first-serve basis.
- Junior recitals are shared by two students; the students do not need to have the same major.
- Recital times in Ganz Hall are as follows, when available:
 - Mondays: 5:30 p.m. and 8:00 p.m.
 - Tuesdays: 7:30 p.m.
 - Wednesdays: 5:30 p.m. and 8:00 p.m.
 - Thursdays: 5:30 p.m. and 8:00 p.m.
 - Fridays: 5:30 p.m. (and sometimes 8:00 p.m.)
 - Saturdays: 11:00 a.m., 1:30 p.m. and 4:00 p.m. (and sometimes 7:30 p.m.)
 - Sundays: 12:00 p.m. and 3:00 p.m.
- Marks Hall is available Monday, Tuesday and Thursday at 8:00 p.m., and follows the same Saturday and Sunday schedule as listed for Ganz Hall (above).
- For each instance that a date is available in Ganz, it is listed as “Open Recital” on the **Recital Scheduling Chart**.
- No recitals will be scheduled on dates of major ensemble concerts and recitals as well as major school events (such as commencement and vacations).
- Because your studio instructor is required to be present at your recital, you **must** discuss potential dates with her/him prior to submitting your form. Your teacher **must** sign your form (an email clearly agreeing to your proposed recital dates will also

suffice, and you are responsible for printing it and attaching it to the request form.)

- **Junior Co-Recitalists:** Each recitalist must fill out an individual Recital Request Form and obtain all appropriate signatures.

Cancellation Policy

If any student (graduate, undergraduate, or diploma) cancels a confirmed recital date and reschedules within the semester, or from fall to spring, or from spring to summer, there will be a \$100 charge, payable before the new date can be confirmed.

If any graduate student reschedules the degree recital from spring to fall, the student must register for 1 semester hour of continuation credit (which will cost approximately \$1500), no matter when their recital is presented. For this continuation credit the student is entitled to two one-hour lessons with their teacher.

Program Submission

Once your request form has been submitted and approved, you will receive the **Approved Recital Contract & Submission Guidelines**, which includes your approved recital date, all pertinent program submission information and the **Student Recital Style Sheet**. The Performance Activities Office Manager, Jennifer Tjepkema, will email you 6-8 weeks in advance regarding program information. Your program is due one month prior to your recital date; program notes (if applicable) and program corrections will be accepted up to two weeks prior.

Recital Request Form
The Music Conservatory 2009-2010

PLEASE PRINT CLEARLY

1. Your Name _____
2. Juniors only: Co-Recitalist's Name _____
3. Student ID Number _____
4. Current phone number _____
5. Current e-mail address _____
6. Instrument/Voice Part _____
7. Degree and Major (e.g. Master of Music in
Viola) _____
8. Your current class year _____
9. Five possible recital dates and times **spanning at least two months** ranked in
preference:

#1	#2	#3
#4	#5	

10. Circle a performance hall: Ganz Marks

11. Signature of Applied Instructor

12. Signature Program Head

13. Please read and initial below:

___ I understand that I must provide the correct program information to the head of my department at least five weeks prior to my recital. I will turn in a copy of my approved program to the PAO no later than one month before my recital, with corrections, and program notes where applicable, accepted up to two weeks before the recital.

Bring your completed form to Stephanie Bettig in room 932 for a brief meeting during the designated dates:

- Diploma & Graduate Students: September 7, 8 & 9 ONLY
- Seniors: September 10, 11 & 14 ONLY
- Juniors: September 15 & 16 ONLY
- Voluntary: September 17 & 18 ONLY

Recitals are assigned on a first-come, first-serve basis. If you miss your deadline, your form will be processed last.

OFFICE USE ONLY

Approved by:	Date:	Emailed? <input type="checkbox"/>	Date:
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