

### **6 Months – 1 Year before recital:**

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**Decide Repertoire**

- Use the guidelines on pg. 17 of the handbook and check with your instructor.
- Consider the ability of potential pianists when choosing repertoire.
- **Minimum Time Limit:** MUS 390 & 490 – 22 minutes of music. MUS 491 – 40 minutes of music.

**Assemble Committee** (the semester prior to recital)

- Your Applied Instructor
- The Director of your main instrument area
- A full-time faculty member from another instrument area

### **3 Months – 6 Months before recital:**

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**Set the Date, Time & Location \***

- Consult Music Department Calendar, accompanist, committee, etc.

**Fill out a Facility Reservation Form** (turn in to Music Office)

**Arrange for a Pianist** (fill out Accompanist Contract and turn in to Music Office)

**Fill out a Recording Contract** (turn in to Dr. McIntire)

### **1 Month before recital:**

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**Set a Hearing Date, Time & Location**

- Consult your Committee
- **MUST** be a minimum of 2 weeks before recital or the prior semester's jury

### **At the Hearing: (prior semester's jury or NO LESS THAN TWO WEEKS before recital)**

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**Submit completed program and notes**

**Perform selections** (as requested by Committee)

**Committee approves or postpones recital**

### **After the Hearing (2 weeks prior to recital):**

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**Email your program to the Music Office**

- Must be approved by your instructor
- **MUST** be sent 10 days prior to your recital ( [mwsomusic@gmail.com](mailto:mwsomusic@gmail.com) )

**Pay Recording Fee** (\$50 for solo, \$60 total for shared)

**Pay ALL Accompanist Fees** (BEFORE recital)

**Arrange Publicity** (at your discretion)

# 🎵 🎵 **Recital Reservation Form** 🎵 🎵

This form is required for ALL student recitals, solo and ensemble.

\_\_\_\_\_  
Performer(s)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Instrument / Voice Type

\_\_\_\_\_  
Applied Instructor

\_\_\_\_\_  
Recital Type (Junior / Senior)

\_\_\_\_\_  
Degree Pursued (Performance Emphasis? Yes No)

\_\_\_\_\_  
Is this a shared recital? Yes No (List other performer)

\_\_\_\_\_  
Equipment Needed (Piano, Stand, etc.)

\_\_\_\_\_  
Hearing Date, Time & Location (Example: October 12<sup>th</sup> 2050, 4:30 pm, Potter Hall 112)

\_\_\_\_\_  
Recital Date, Time & Location (Example: November 1<sup>st</sup> 2050, 7:30 pm, Kemper Recital Hall)

## **Required Signatures:**

_____ Committee Member	_____ *Signature	_____ Date
_____ Committee Member	_____ *Signature	_____ Date
_____ Committee Member	_____ *Signature	_____ Date
_____ Committee Member (optional 4 <sup>th</sup> member)	_____ *Signature	_____ Date
_____ Accompanist	_____ *Signature (Indicates that the accompanist is available)	_____ Date
_____ Applied Instructor	_____ *Signature (Indicates belief that the student is qualified)	_____ Date
_____ Area Director	_____ *Signature	_____ Date
_____ Department Chair	_____ *Signature	_____ Date

## **Please Note:**

- This completed form with all of the signatures (marked with an “\*”) must be submitted 3 months before your recital.
- A copy of this form will be returned to your applied instructor after your requested dates are confirmed.
- No recitals may be scheduled for after the last day of the semester, study day or final exams.
- If the recital is shared, BOTH performers’ forms need to be completed and turned in before the recital will be confirmed.
- You **MUST** pass your recital hearing or your recital will be cancelled.
- Another hearing may not be scheduled for 4 weeks.

\_\_\_\_\_  
Student

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

# Recording Contract

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This form is due in the Music Office **six weeks in advance** of the scheduled recital.

Failure to submit this form on time will result in the event not being recorded or additional recording fees.

## **Event Information:**

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Performer(s)

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Event Title

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Date and Time of Event

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Date and time of Dress Rehearsal in Venue

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Venue Name and Street Address (if off-campus)

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Performer's Contact Information (Cell Phone & Email)

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Studio Instructor's Contact Information (Cell Phone & Email)

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Approximate Duration of Event

Access Details (if off campus). Please indicate which doors will be unlocked and when, etc.

Is there any electronic equipment to be used during the performance?  
(If yes, please use the back of this form to describe the equipment and its use)

Yes    No

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To be completed by the Recordist:

## **Recordist Information:**

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Recordist Name

Contact Info (Cell Phone & Email)

# Accompanist Contract

This form must be submitted to the Music Office before rehearsals can begin.

\_\_\_\_\_

Pianist

\_\_\_\_\_

Performer

\_\_\_\_\_

Performer's Applied Teacher

\_\_\_\_\_

Date

## Activity Log:

You must supply the date of the rehearsal and the duration. Then both the Pianist and Performer must initial the form *for each rehearsal*, verifying that the information provided is correct.

**Rehearsal Date:**

**Length:**

**Pianist Initials:**

**Performer Initials:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Signatures & Totals:

\_\_\_\_\_

Total Projected Time

\_\_\_\_\_

Total Time Rehearsed

\_\_\_\_\_

Accompanist Hourly Fee

\_\_\_\_\_

Total Fees to be Paid

\_\_\_\_\_

Deposit (50% of fees)

\_\_\_\_\_

Paid Date

\_\_\_\_\_

Received By (Music Office Staff Member)

\_\_\_\_\_

Total Paid

\_\_\_\_\_

Paid Date

\_\_\_\_\_

Received By (Music Office Staff Member)

\_\_\_\_\_

\*Pianist Signature

\_\_\_\_\_

\*Performer Signature

\_\_\_\_\_

\*Applied Teacher Signature

### Note:

- All student accompanists must be paid through the Music Office in accordance to University policy.
- All the signatures marked with an "\*" must be signed before rehearsals can begin.



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## Recitals:

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- ❖ 30 Minute recital with 2-3 hours of rehearsal
  - Student Accompanist: \$125.00
  - Faculty Accompanist: \$175.00
  
- ❖ 60 Minute recital with 4-6 hours of rehearsal
  - Student Accompanist: \$200.00
  - Faculty Accompanist: \$300.00

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## Juries:

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- ❖ The Jury itself, with 30 minutes of rehearsal
  - Student Accompanist: \$20.00
  - Faculty Accompanist: \$40.00

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## Lesson Package:

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- ❖ Weekly 30 minute lessons and 30 minutes of rehearsal
  - Student Accompanist: \$250.00 per semester
    - With 30 minute recital: \$300.00 total
    - With 60 minute recital: \$400.00 total

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## Individual Rehearsals:

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- ❖ 30 minutes of rehearsal
  - Student Accompanist: \$15.00
  - Faculty Accompanist: \$30.00

## Please Note:

- These rates do not take into account any personal practice time needed for the accompanist.
- Payment **MUST** be made *before* a performance.
- Payment for student accompanists must follow the process established by Matthew Gregg of student services.