

# **Guidelines for Student Recitals**

(January, 2006)

## **ENROLLING FOR YOUR RECITAL**

During the semester when you are performing your senior recital (or any recital), you must enroll in Music 420X. This course serves both as an official record that you performed a recital and will facilitate the billing of your recital fees.

The fee for this course covers the following expenses: recording studio expense; the set-up and printing of your recital program; partially defraying the expense of tuning the piano. This fee will be charged to your U-Bill after your recital.

## **RECITAL HALL**

If your recital is scheduled during the fall semester, you may reserve your recital date as soon as Dead Week of the previous spring semester. If your recital is scheduled during the spring semester, you may reserve your recital date as soon as the second week of the previous fall semester classes. To schedule your recital date, please complete a "Request for Addition(s) to the Calendar" form – available in the Music Office.

Recital Hall stage set-up, moving of instruments and equipment, and preparation for a student recital must be coordinated with and supervised by Larry Curry, the Music Facilities Coordinator (Room 145). No later than four weeks prior to the recital, you must submit a Facilities Request Form to the coordinator who will assign a trained student stage assistant to open, operate, and secure the Recital Hall for the performance. The performer will be charged a \$25 fee for the stage manager to supervise the hall. Typically, the stage manager will arrive 60 minutes before the performance to turn on the lights and open the stage for a short rehearsal, open the outside doors to the public 15 minutes before the event, be backstage to support program requests such as turning down audience lights before the performance, and close up the Recital Hall. You are responsible for providing additional assistance such as additional workers to move on-stage equipment, chairs, serve as a page-turner, etc.

Note: If you would like to use the **harpsichord or organ** for your recital, please contact Lynn Zeigler. Not all accompanists have training on harpsichord and organ, so to ensure quality performances, you must discuss with Professor Zeigler the availability of appropriate students or professional organists/harpsichordists for your recital. To request the use of organs/harpsichords which are tuned and performance ready, you must submit an organ/harpsichord request form (available from Tammy Krock) a minimum of one month prior to the performance to Professor Zeigler.

## **RECITAL RECORDING**

If you would like your recital recorded, you must submit a Recording Request Form to Larry Curry four weeks prior to the recital. Guidelines and a price schedule are available in the Main Office. Late requests are subject to a 25% surcharge.

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### **RECITAL FLYER/POSTER AND PROGRAM**

You may design a recital flyer/poster. The design **MUST BE APPROVED** by the Concert Coordinator (Tammy Krock), 149 Music Hall, before it is copied. You are responsible for the expense of making copies of your flyer/poster, which may be made at any commercial copy center.

**Programs** must contain all of the recital information (see under “Flyers/Posters”) and must use the standard departmental format. They should also include the following statement: “This recital is given in partial fulfillment of the requirements for a Bachelor of Music degree. (Your name) is a student of (Faculty members name).”

Programs should include:

1. accompanist's name
2. names of others assisting the recitalist
3. program notes and/or translations

**Flyers/Posters/Programs** must contain the following information (no abbreviations):

1. Name of performer and instrument or vocal designation (**no smaller than 14 point**)
2. Time of recital (**no smaller than 14 point**)
3. Date of recital, including year
4. Place of recital
5. At the top or bottom of the flyer the words:

Iowa State University  
Department of Music

The Concert Coordinator must receive 15 copies of your flyer/poster two weeks (10 working days) before the student recital for the Music Department files. The recitalist is responsible for folding the programs and inserting any program notes and/or translations.

Your program must be emailed to [musicinfo@iastate.edu](mailto:musicinfo@iastate.edu) as a Word document or in the body of your email.

**Deadlines:** The program will be submitted for proofing to one of the faculty program advisors (Andrew Adams or Sonja Giles) following approval of the recitalist’s applied instructor at least 10 (ten) working days (approximately two weeks) prior to the recital. **Note:** Preparation of the recital program is an important part of the recital requirement. The program and program notes should be prepared following the same standards that apply to research papers, acknowledging the authors of quotes and otherwise documenting/citing sources. Failure to follow such accepted procedures can result in a recital being cancelled.

### **RECITAL RECEPTION**

If you would like to host a reception following your recital, the women of Sigma Alpha Iota Music Sorority (SAI) are willing to assist with your reception – or, you may choose to do this on your own. The Music Department has a coffee pot, punch bowl, refrigerator, and microwave available in the Green Room for your use. Your reception should be held in the lobby and you are responsible for cleaning up these areas and items after your use. Any food left in the refrigerator will be disposed of promptly.