

From the Student handbook:

(The following text reflects revisions to the current handbook language that have not yet been approved. This document is for demonstration purposes only.)

STUDENT RECITALS AND PRESENTATIONS Chapter Five

All public presentations representing the Music Department must be approved by and scheduled through the Music Office. Presentations include Capstone Projects (recitals or presentations) and non-degree recitals. Student Recitals (degree and non-degree) and Non-Recital Capstone Project Presentations.

STUDENT RECITALS

Recitals should display the highest possible standard of performance, and for that reason it is essential that the student carefully plan and prepare every aspect of the recital with the help of his or her private teacher.

SCHEDULING

Schedule the date, time and place with the Manager of Performance in the Music Office by **October 1st**, regardless of whether the recital is to be given in the fall or spring semester. All degree recitals will be scheduled in Lagerquist Concert Hall with rehearsal times subject to availability of the hall. Non-degree recitals will be scheduled in Lagerquist Concert Hall or Hansen Recital Hall, subject to availability. Student Degree recitals have priority in the scheduling process.

Degree recitals: a Degree Recital Jury date will be assigned when you schedule your recital. See *Degree Recital Jury*.

PROGRAMS AND PROGRAM NOTES

Degree Recitals: Prepare program copy and program notes in the Student Recital Program Format, available for download below or from the Music Office, and submit it to the Jury Committee through the Music Office three weeks before the recital Degree Recital Jury date (up to four 8 1/2 by 11 inch single side pages, usually done landscape resulting in up to eight 4 1/4 by 5 1/2 inch panels). The copy and notes will be reviewed and returned to you one week before your Degree Recital Jury. You will prepare the final, revised copy of your program and submit it in hard copy to the Jury Committee chair at your jury. After successful completion of your jury, you will turn in the program in digital form and in Microsoft "Word" format to the Music Office for final formatting. Final proofing of the program is the student's responsibility. Delivery of the printed program will be processed through the Music Office. A member of the lobby staff will deliver the programs to the concert hall.

(Please see the Music Department Student Handbook for more information on recital planning.)