

## **Guidelines for Student Recitals**

(February, 2016)

### **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: stage management, recording studio expense; the setup 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 trained student stage assistants to open, operate, and secure the Recital Hall for the performance.

Typically, the stage managers 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, and close up the Recital Hall.

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

You may design a recital flyer/poster.

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

(continued)

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

You may design a recital flyer/poster.

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 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 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.