

## GUIDELINES FOR STUDENT RECITALS

### FLYER & PROGRAMS

Flyers and programs are designed and prepared by the recitalist or someone he/she chooses. The design **MUST BE APPROVED** by the Concert Coordinator, 149 Music Hall, before it is copied. Both are paid for by the recitalist; they may be copied at any commercial copy center.

**Flyers** should be designed vertically on an 8 1/2 X 11 sheet of paper; this allows suitable designs to be reduced and used as the cover for the recital program. Flyers **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

**Programs** will contain all of the above information. 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 may include:

1. accompanist's name
2. names of others assisting the recitalist
3. pictures, borders, or other art work, providing they are appropriate and do not obscure the information on the flyer (flyers catch the eye best with less material rather than more).

**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 prior to the recital. The student will present two copies of their final program to the Concert Coordinator five (5) working days prior to the recital: one copy, initialed by the student's recital advisor and the faculty program advisors, which will stay with the Concert Coordinator; the second copy will be used by the student for copying.

**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 author of quotes and otherwise documenting sources. Failure to follow such accepted procedures can result in a recital being canceled. The Concert Coordinator will receive 15 copies of the flyers 2 weeks (10 working days) before the student recital and 15 copies of the program for the Music Department files. The recitalist is responsible for folding the programs and inserting any translations, etc.

### RECITAL HALL

Recital Hall stage set-up and preparation for a student recital must be coordinated with the Music Facilities Coordinator (Room 141). Information about the recital must be given to the coordinator no later than ten (10) working days prior to the recital who will assign a trained student stage assistant to open, operate, and secure the Music Hall for the performance. The performer will pay a minimum two hour call for the assistant at the rate of \$5/hour to supervise the hall. Typically, the assistant will arrive 30 minutes before 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 Music Hall.

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

### RECITAL RECORDING

If you would like your recital recorded, you must submit a recording request form to the recording engineer as soon as possible before the recital or no later than two weeks (ten working days) prior to the recital. Guidelines and a price schedule are available in the Main Office. Late requests are subject to a 25% surcharge.