

California State University, Chico
Department of Music

STUDENT RECITAL PACKET

MUS 316 (Recital)

MUS 416 (Senior Recital)

MUS 616 (Masters Recital)

- Please read this packet **carefully**.
- You will need to complete the following documents before you can have your recital:
 1. Student Recital Request Form
 2. Supervision Course Agreement Form

*Have questions? Contact Adrienne the Recital Coordinator at
898-5152 or aglatz@csuchico.edu*

STUDENT RECITAL POLICY

MUS 316 (Recital) • MUS 416 (Senior Recital) • MUS 616 (Masters Recital)

GUIDELINES FOR A SUCCESSFUL RECITAL:

- 1) **Plan ahead.** If you know that you are required to do a recital **DO NOT** wait till the last minute to schedule it!
 - Preferably, set the date two months to a semester ahead. *The sooner you set your date the better your chances are of having your recital when you want it.*
- 2) **Treat your Recital like class** – you will need to **enroll** using a **Supervision Course Agreement Form** (green form) so that the Music Department can register you. Students planning a recital need to sign up for MUSC 316 (Recital) MUSC 416 (Senior Recital), or MUSC 616 (Masters Recital) in order to receive credit. *Music Education majors need to sign up for MUSC 316.*
- 3) **Recital Schedules**
 - Make sure that you have completed the Recital Request form (yellow form), have spoken with your Studio Instructor/Advisor, acquired the appropriate signatures and have submitted it to the Recital Coordinator.
 - All recitals will be scheduled by Adrienne Glatz, Recital Coordinator in the Music Department.
 - Please be aware of the Music Department performance calendar. **Do not** schedule your recital so that it conflicts with other department events.
 - **MUSC 316 & MUSC 416** recitals will only be scheduled for **Thursdays at 5:00pm**
 - **MUS 316** recitals may be combined if two students are scheduled to have their recital on the same day/time
 - **MUSC 616** recitals may be scheduled for days other than Thursdays with approval. Please check with the Recital Coordinator to arrange for special dates and times.
- 4) **Recital Length:**
 - MUSC 316 recitals should be approximately **30 minutes** long.
 - MUSC 416 and MUSC 616 need to be about **60 minutes**. A five-minute intermission may be appropriate.
- 5) **Work with your Studio Instructor** on the outline of your program. Recitals should be limited to solo or accompanied material. Programs can include one chamber work, concerto or opera scene in which the student giving the recital has a prominent role. Piano recital programs should consist of memorized solo piano works.
- 6) **Every student has the same opportunity** to have an accompanist provided for the recital and a specific number of rehearsals.
 - Consult with your Studio Instructor on how to find an accompanist
 - It is the student's responsibility to arrange an accompanist
 - Piano majors within the department are a good resource
 - It is the student's responsibility to compensate their accompanist if such arrangements have been made
- 7) **Have a printed program.**
 - See the Recital Coordinator if you have any questions regarding your program
 - All programs must use the Music Department template
 - Do not ask office personnel to complete your program for you
 - You may provide song lyrics and/or program notes separately from the official program
 - You must provide the Music Department with **seven copies** of your program prior to the recital
 - Any programs you leave behind in PAC 134 will be discarded
- 8) **Reference recordings** (audio only) will be made by the Music Department free of charge. The student is responsible for all other arrangements/costs for video or special recordings.
- 9) **Your recital must be attended by two to three faculty members one of which must be your Studio Instructor/Advisor.** Please consult with your Studio Instructor. Faculty should be assigned the semester your recital will take place, beginning with volunteers. Faculty should complete and sign a recital evaluation for the student's file concluding the recital. The faculty teacher/coach/instructor for each student must attend/evaluate his/her student's recital(s).

10) You should arrange for at least one usher for the recital. A house manager will be supplied by the School of the Arts.

11) Publicity for your recital is your responsibility. Posters are not required. If you choose to have a poster, you must have them stamped at the BMU Information Desk before you post them on campus anywhere outside the PAC or on PAC public boards. You do not need it stamped to post on the recital board outside the Music Library. To post on the Music Dept. board, please submit your poster to the office.

Some other avenues for publicity include:

- University Announcements: go to www.csuchico.edu/pa/announcements.html for more information
- KCHO: Information may be sent through campus mail at Zip 500
- ORION: Campus mail Zip 50
- News and Review: 894-2300
- Enterprise Record: 891-1234
- Your hometown paper: The Public Affairs Office will send information to your hometown paper at your request if there is a lead time of 10 to 14 days, but you want to do this yourself.

12) Receptions are not required. If you would like to have one, please check to determine whether there is space available in the PAC.

RECITAL CHECKLIST

- Recital date established (Date: _____ Time: _____)
- Registered for MUSC 316 (Recital), MUSC 416 (Senior Recital), or MUSC 616 (Masters Recital)
- Outlined performance program (with Studio Instructor's guidance)
- Arranged for an accompanist
- Arranged for faculty members to attend and evaluate recital (must have 2-3 faculty members; Studio Instructor must evaluate his/her own student)
- Arranged for usher (a house manager will be provided)
- Publicized recital – if desired (posters, announcements, university bulletin, news paper)
- Have printed program (used Music Department template, provided Music Department with **seven copies** prior to recital)
- Arranged for special recordings (an audio recording only will be made by the Music Department)

*Below is the standard information to be included in your printed program. Programs may be full sheet or booklet style. Please remember to give 7 copies of your program to the Music Dept **before** your recital. If you have questions, please speak with the Recital Coordinator.*

**California State University, Chico
Department of Music
Presents**

**Student Name
Instrument**

from the studio of Professor or Dr. Full Name

assisted by

Name, accompanist (if you have one)

Name, instrument (guest performer if you have one)

Thursday, May 3, 2007

4:00 p.m.

**Roland Taylor Recital Hall
Chico State Performing Arts Center**

This recital is presented in partial fulfillment
of the requirements for the degree of
BACHELOR OF MUSIC IN MUSIC EDUCATION or MUSIC PERFORMANCE

- PROGRAM -

Work Composer
(composer dates)

Guest Performer's Name, Instrument

Work Composer
(composer dates)

Movement Title with Number

Movement Title with Number

Movement Title with Number

Work Composer
(composer dates)

- INTERMISSION -

Work Composer
(composer dates)

Work Composer
(composer dates)

Reception (if having one) to follow in room #

STUDENT RECITAL REQUEST FORM

Instructions:

- Make sure you have read and understand the **Student Recital Policies** before you complete this form.
- Work with your Studio Instructor on appropriate dates for your recital.
- Make sure that your Studio Instructor has signed this form **before** it is turned in to the Recital Coordinator for recital date approval.
- Enroll in the appropriate course by completing the **Supervision Course Agreement Form**.

Name: _____ Student ID #: _____

Email: _____ Telephone: _____

Course: MUS 316 (Recital) MUS 416 (Senior Recital) MUS 616 (Masters Recital)

Have you enrolled in this course before? Yes No

See Recital Coordinator (Adrienne Glatz, PAC 106) To Schedule Recital Dates

Recital Schedule: MUSC 316 & MUSC 416 recitals are only scheduled for **Thursdays starting at 5:00pm**. MUSC 616 recitals may be scheduled for days other than Thursday with Recital Coordinator approval.

First Choice of Date: _____ Time: _____

Second Choice of Date: _____ Time: _____

Scheduled Recital: _____
Date Time

Please Note:

- If you need to make last minute changes to your scheduled recital date/time, please do so **immediately**. Understand that any late changes are not guaranteed and it is the student's responsibility to arrange changes with the Recital Coordinator.
- You and your studio instructor are the appropriate persons to arrange for an accompanist for your program.

Equipment Needed:

Piano Chairs: Number _____ Stands: Number _____

Other Equipment: _____

Studio Instructor's Approval: _____ Date: _____
(This signature confirms that the planned recital conforms to the Student Recital Policy)

Recital Coordinator's Approval: _____ Date: _____
Adrienne Glatz

Department Chair's Approval: _____ Date: _____
Keith Seppanen

**MUSIC DEPARTMENT SUPERVISION COURSE
AGREEMENT FORM**

To be used for:

MUSC 316 -- Recital
MUSC 398-498 -- Special Topics;
MUSC 399-499 -- Special Problems;
MUSC 416 -- Senior Recital
MUSC 489-689 -- Directed Field Projects;
MUSC 697 -- Independent Study;
MUSC 616 -- Master's Recital;
MUSC 699P -- Master's Project; and
MUSC 699T -- Master's Thesis.

Name of Student: _____ Student ID #: _____

MUSC _____
(Course No.) Units Semester Year

Title and Brief Description of Problem, Project or Study:

Final grade will be based on (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Written Report * | <input type="checkbox"/> Written Examination * | <input type="checkbox"/> Recording Project |
| <input type="checkbox"/> Oral Report | <input type="checkbox"/> Faculty Observation | <input type="checkbox"/> Recital Evaluation |
| <input type="checkbox"/> Extra-departmental Evaluation* | | |

* This material will be on file in: Department Office Faculty Files

Signature of Student

Signature of Instructor

Signature of Department Chair