

Planning Your Degree Recital, Step by Step

Revised 8/10

*****If your recital is going to be held at an off-campus location, you still need to fill out all paperwork in the Publicity Office (by the degree recital sign-up deadline), including the request for recording.**

1. Select repertoire in conjunction with your applied professor.
2. Schedule Recital Date.
 - a. Acquire a copy of **Scheduling Regulations and Priorities for Student Recitals** from the Publicity Office. (The 2010 Regulations are included at the end of this document.)
 - b. Confirm possible dates with applied professor. Possible dates may be viewed through Meeting Room Manager: <http://129.118.58.239/MRM7/> Username: Music, Password: Music
 - c. Recitals cannot be scheduled on football game days.
 - d. Have applied teacher request the recital date through maria.mendoza@ttu.edu.
 - e. Follow-up: Check on Meeting Room Manager to make sure you were able to book your requested date. If not, return to 2b.
3. Secure an accompanist.
 - a. Email Dr. Sigurd Øgaard at sigurd.m.ogaard@ttu.edu with the following information:
 - i. Name
 - ii. Classification of degree recital (Jr./Sr./MM/DMA)
 - iii. Date, time and location of recital
 - iv. Your email address (**that you check daily**) and phone number
 - v. Your applied teacher
 - vi. All repertoire with exact timings
 - vii. Pianist requested if known (If you know a certain pianist has performed the repertoire you will be doing, please include that information as well.)
 - b. Follow-up: Allow Dr. Øgaard a week to process your request, then follow-up with an email to find out the outcome of your request.
4. Immediately make contact with your accompanist.
 - a. Email, call and/or leave a message in the accompanist's mailbox to make contact. If after a week of repeated contact attempts, you have not made contact with your accompanist, you should email Dr. Øgaard at sigurd.m.ogaard@ttu.edu with a description of your repeated contact attempts and a request for help in contacting your accompanist.
 - b. Schedule a first rehearsal. This date should be at least 2 weeks after the accompanist has received the music, 4 weeks prior to your anticipated hearing date and 6 weeks prior to the recital date.

- c. At this rehearsal, plan out your overall rehearsal schedule. It is best to set up a regular weekly rehearsal time with your accompanist. Inform him or her of your weekly lesson time to see if he or she is able to attend your lessons. If the accompanist is not able to attend your regularly scheduled lesson, you may want to consider switching lessons with someone whose time is convenient for both you and your accompanist. Please consult your applied professor before doing so. If you are playing with an accompanist assigned through Texas Tech, you can expect to receive 7.5 hours of time for a junior recital and 15 hours of time for a senior or graduate recital.
 - d. Follow-up: If your first rehearsal is still several weeks away, politely remind your accompanist of the date and time about one week ahead.
- 5. Schedule a Dress Rehearsal Date.
 - a. Confirm possible dates with your applied professor, accompanist, and any other personnel who may be involved in your recital. You may not request dress rehearsal dates in HRH that are prime recital times (for example, Friday night at 8 p.m.).
 - b. Students wishing to schedule dress rehearsal in the School of Music must contact Maria Mendoza in the SOM Business Office M250.
(maria.mendoza@ttu.edu)
 - c. Follow-up: Check to make sure you were able to book the requested space for your dress rehearsal.
- 6. Schedule your hearing date and place.
 - a. This date should be two weeks prior to your recital. Please consult your applied professor and accompanist for their availability as well as suggestions for your hearing committee. It is the student's responsibility to secure a full hearing committee.
 - b. Contact possible committee members via School of Music mail boxes or email addresses to request their services.
 - c. Follow-up: If you do not hear from a potential committee member within a week, please contact him or her a second time. If there is still no response, request committee service from another faculty member.
 - d. Students wishing to schedule their hearing in the School of Music must contact Maria Mendoza in the SOM Business Office M250.
(maria.mendoza@ttu.edu)

ONE TO THREE DAYS BEFORE YOUR HEARING

- 7. Place reminders of your hearing date, time and location in Hearing Committee members' boxes and send a reminder e-mail as well.

TWO WEEKS BEFORE YOUR RECITAL

- 8. Perform the hearing. (Secure a page-turner for this event if desired by your accompanist).

- a. Upon completion of a successful hearing you should continue rehearsals to polish your program for the recital.
 - b. If you do not pass your hearing, you will need to release your recital date in the publicity office and return to step 2.
9. Turn in complete program information approved by your applied instructor to the Publicity Office. This should be done immediately following your hearing.
10. Put up recital posters announcing the time, date, and place of your recital. (Creativity is encouraged but please keep it tasteful.)
11. Proof recital program layout from the Publicity Office with your applied instructor and return it to the Publicity Office. The programs will be put in your instructor's mailbox when they are completed.

ONE WEEK BEFORE YOUR RECITAL

12. Arrange for someone to usher (pass out programs, etc.) at your recital. This person should plan on arriving 30 minutes prior to your performance time.
13. Secure a page-turner for your accompanist if desired. Inform them about proper dress and arrival time (20 minutes prior to recital time).

THE DAY OF YOUR RECITAL

14. Arrive early to take care of performance day details. You have the hall a half hour before your recital time.
 - a. Go over stage set-up and any changes with stage crew personnel.
 - b. Give programs to the person arranged to usher.
 - c. Have your accompanist go over any tricky page turns with the page-turner.
 - d. If you haven't already done so, discuss bowing and walking on/off procedures with your accompanist.
15. Have a fabulous recital!
 - a. Thank those who have helped to make your recital a success!
 - b. Celebrate!

SCHEDULING REGULATIONS AND PRIORITIES FOR STUDENT RECITALS - FALL SEMESTER 2010

FACULTY MAKES THE REQUEST TO SCHEDULE A STUDENT RECITAL!!!

- Assures that the teacher has granted permission for the student to perform.
- Do not schedule or “hold” multiple performance dates as options.

Recital Scheduling:

- All degree recitals (graduate and undergraduate) will be scheduled by the end of the second week of class (protected scheduling until the end of the day THURSDAY, SEPTEMBER 9, 2010).
- Recitals may be scheduled in Hemmle Recital Hall or M01 as scheduling permits.
- **Degree recitals** will be scheduled with the following priority: graduate students priority 1 in “Prime times” (8 p.m. or 3 p.m. on weekends); senior recitals priority 2 in prime time (8 p.m. or 3 p.m. on weekends).
- **Junior recitals** are not scheduled in prime times. They should be 6 p.m. or other times on weekends.
- **LEGACY SCHEDULING** is limited to students presenting a degree recital. If the recital involves large equipment (ie percussion instruments etc.) the recital will not be scheduled in the Legacy. Exceptions to this policy must be formally requested through the Director of the School of Music with appropriate permissions from the faculty who maintain instruments to be utilized.
- **SCHEDULING IN THE LEGACY** is through Meredith Morrow. Follow the same procedures for Legacy scheduling.
- All **non-degree** recitals may be scheduled during the third and fourth weeks of class. Non-degree recitals are not to be scheduled in “prime times.” Degree recitals may still be scheduled during the third and fourth week as space is available. Degree recitals scheduled during the third and fourth week no longer have priority over non-degree recital scheduling.
- Degree recitals are not charged a recital or recording fee. Recital and recording costs will be paid from Special Instruction Fees already collected.
- All non-degree recitalists will be charged an \$85 recital/recording fee. This amount will be paid at the time of scheduling.
- When possible, non-degree recitalists are encouraged to schedule in locations other than Hemmle Recital Hall or M01.
- **Degree and non-degree recitals will NOT be scheduled in the current semester after the fourth week of class (after THURSDAY, SEPTEMBER 23, 2010.)**
- Recitals may be rescheduled for medical reasons, emergencies, etc. as space/time is available.
- **The student’s inability to be prepared is not sufficient reason to reschedule a recital in the same semester!**

**SCHEDULING REGULATIONS AND PRIORITIES
FOR STUDENT RECITALS - SPRING SEMESTER 2010**
continued

**STUDENTS MAY SCHEDULE REHEARSAL TIME AND SPECIAL EVENTS
ETC.**

Students wishing to schedule dress rehearsal and event time in the School of Music must see Maria Mendoza in the SOM Business Office M250.

- A student who has a scheduled recital may rehearse in the performance space. The rehearsal time is a maximum 2 hours. Typically, this would be the dress rehearsal for the performance.
- Students are generally not to schedule general practice in performance halls. During the summer months, and holiday breaks, it is possible to schedule additional time in performance venues. However, the additional time will be no more than 2 hours, and is subject to being “bumped” for major recording events and other special activities.

PERFORMANCE / EVENT CANCELLATIONS

- please immediately notify Maria Mendoza of any cancellations. The event will be removed from the calendar as soon as possible.