

RECITAL CHECKLIST AND DEADLINES

% Discuss potential dates with your instructor and other participating musicians. Determine ~~at least~~ three (3) possible recital dates and times that correspond to the degree you are pursuing (see below) and list them in order of preference on the Recital Approval Form. Your recital will be scheduled in Chandler Recital Hall unless extenuating circumstances require an alternate venue, which ~~must~~ be approved by the School of Music.

- x BM sophomore instrumental performance, BM junior vocal performance, BM composition, and BME senior recitals : Half-hour recitals; must be scheduled ~~at~~ 4:00-4:30pm or 4:45-5:15pm Mondays and Fridays
- x BM performance senior and graduate recitals : Full-hour recitals; 7:30pm Monday Thursday or 3:00pm Sundays
- x Note: Dress rehearsals

% In the event that you need to cancel your Recital Approval, you must speak with Susan Voslein in the Music Office. Depending on the circumstance, we will determine whether your fee can be applied to your next Recital Approval. DO NOT assume that your fee will automatically be transferred over.

Recital Approval Form

Please list your top three (3) choices for recital date and time in order of preference:

Recital Date	Time	Venue
1		
2		
3		

Recital Approval Date: _____

Please type all of the information below. This form can be filled out electronically and printed.

Last Name: _____ Full First Name: _____

Phone Number: (_____) _____ (• Cell; • Home ; • Other)

E-mail Address: _____

Applied Lesson Number (MUSA): _____

Special Production Requests

Please indicate below if you need any of the following equipment and the number needed:

% Grand pianos (maximum 2) number needed: _____

% Music stands (maximum15) number needed: _____

% Chairs (maximum15) number needed: _____

% Audio needs beyond standard recording. Describe below:

Program Information

Provide the information below on a separate page and email a copy (PDF or MS Word) to music@odu.edu with the V X E M H F W 3 5 H F L W D O \$ S S U R Y D O

*This information must be approved and signed by your applied teacher. *

Timing - List the exact minutes and seconds of each movement, as well as the total recital time.

Title ± If the work has more than one movement, indicate the number and titles or tempo markings of each movement you are playing. If from a larger work such as an opera or oratorio, indicate the title of the larger work as well as the individual song. If a recitative or aria, indicate this as well.

Composer ± Complete the first and last names of the composer, as well as the birth and death dates. If composer is still living, indicate birth year only (for example - b.1943). If an arrangement /transcription, in G L F D W H R D J U 1 W U D Q V before the full name.

Translations ± Vocalists need to include all translations on a separate sheet typed in 12pt, Times New Roman font. Translations should also be submitted electronically in Word doc format via email to music@odu.edu.

For example:

(3:20)	Chanson et Passepied Op. 16	John Doe, Saxophone	Jeanine Rueff (1922 - 1999)
(5:57)	Brilliance		Ida Gotkovsky (b.1933)
(1:36)	I. Declame		
(1:43)	II. Desinvolve		
(2:38)	III. Dolcissimo		
(2:31)	Syrinx		Claude Debussy (1862 - 1918) trans. Jean-Marie Londeix
(5:57)	Una voce poco fa from Il barbiere di Sivilia		Gioachino Rossini (1792 - 1868)
Total Time: (17:45)			

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Recital Committee Form

AFTER your recital date has been confirmed, it is your responsibility to form your Recital Committee by completing this form and bringing it to your recital hearing.

All recitals require grading by a Recital Committee. In addition to the applied instructor, you must have three (3) full-time faculty members on your recital committee. All recital committee members must be from your area (either voice or instrumental). Keyboardists must have at least two (2) keyboard faculty as committee members. Composition majors should choose committee members based on your composition repertoire.

Student Name: _____ UIN: _____
(First) (Last)

Recital Date : _____ Location: _____ Time: _____

Type of Recital (voice, piano, violin, tuba, etc.): _____

Name of Applied Music Instructor: _____

<u>Degree Emphasis and Recital Level</u>	
_____ Bachelor of Music sophomore instrumental	_____ Bachelor of Music Education senior
_____ Bachelor of Music junior vocal	_____ Bachelor of Music senior
_____ Bachelor of Music composition	_____ Master of Music Education (graduate)

Recital Committee Confirmation

We, the undersigned, have agreed to serve on the Committee for the above recital.

Faculty Member #1 Name : _____

Signature : _____

Faculty Member #2 Name : _____

Signature : _____