



## 2015-16 STUDENT RECITAL INSTRUCTIONS

### SCHEDULE YOUR RECITAL DATE (Recital Request Form on-line)

- ✓ Date requests can be made starting August 1<sup>st</sup> for the Fall, 2015 semester and November 1<sup>st</sup> for Spring, 2016 semester. See available dates at: [Fall, 2015 Recital Dates](#)
- ✓ Review carefully your ensemble, studio, and class obligations when selecting a recital date, and make sure your assisting musicians and applied teacher have that date free.
- ✓ Within one week of selecting a recital date you must submit a completed **REQUEST FOR STUDENT RECITAL DATE** form (PAGE 2) to John Jacobson in the Music Office 162.

*Hint: Plan to give your recital earlier in the semester. You'll have more choice in selecting rehearsal and performance dates .*

### AUDIO SERVICES / RECITAL RECORDING REQUEST (Request Form on-line)

- ✓ Prior to your recital, complete the **RECITAL RECORDING REQUEST** form and turn it into the music office.
- ✓ Any special audio or visual requests should be referred to the Audio Manager.

### RECITAL JURY (Jury Form on-line)

- ✓ Students must jury their recital **no later than three weeks** prior to their recital.
- ✓ When scheduling your jury be sure to coordinate the day, time, and location with your studio teacher, other members of the jury panel, and collaborating musicians.
- ✓ At the time of your recital jury you are required to have a recital program draft prepared and ready to distribute to your jury panel.

### IMMEDIATELY FOLLOWING A SUCCESSFUL JURY

- ✓ Turn in the signed jury form & approved program draft document to the Music Office 162 c/o John Jacobson.  
E-mail program materials to Mandie Bignell in the Music Office at [bignelm@cmich.edu](mailto:bignelm@cmich.edu).

### SCHEDULE RECITAL REHEARSAL TIME

- ✓ Contact Mandie Bignell or John Jacobson in the Music Office to schedule recital rehearsal time in Chamichian Recital Hall. Recitalists have a maximum of (2), two-hour rehearsals in the hall for performance preparation.
- ✓ Organ and percussion students should contact Daniel Koefoed, Performance Hall Manager, regarding rehearsals in Staples Family Concert Hall. [Koefo1ds@cmich.edu](mailto:Koefo1ds@cmich.edu)

### RECITAL PROGRAM

- ✓ Mandie Bignell will contact you with instructions on program layout. Please create and submit documents only in Word. No PDF or other non-word files will be accepted.
- ✓ The School of Music will produce/print, and post posters for each recital at least one week prior to the concert date on the standard SOM poster template. It is imperative that you submit your materials in a timely manner to allow for ample publicity of your recital.
- ✓ Your Recital programs will be printed and made available for distribution at your School of Music Concert location. If an off-site recital location is chosen, you will need to arrange to have your programs brought to the concert venue.
- ✓ Student recitals are posted on the School of Music Website at: [www.music.cmich.edu](http://www.music.cmich.edu): under *Current Students* → *Student Recitals*

### BME & BA/BS STUDENTS

Instrumental and Choral BME or BA/BS degree students must complete the **Instrumental or Vocal Solo Performance Requirement Form** as documentation of their successful completion of the solo performance requirement. Forms are found on the School of Music web site: [www.music.cmich.edu](http://www.music.cmich.edu): under *Current Students & Faculty* → *Documents & Forms*.