2016-17 STUDENT RECITAL INSTRUCTIONS

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

✓ Date requests can be made starting August 29 for the Fall, 2016 semester and November 1 for the Spring, 2017 semester. See available dates at: Fall, 2016 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 Jody Pierce in the Music Office at pierc3j@cmich.edu.

SCHEDULE RECITAL REHEARSAL TIME

✓ Contact Jody Pierce 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. Koef01ds@cmich.edu

RECITAL PROGRAM

✓ Jody Pierce 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; 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; under Current Students & Faculty ➔ Documents & Forms.