Recital Proposal Form for Full or Half Recital

GENERAL INFORMATION

Student Name __________________________ Instrument __________________________

For a joint recital, enter the name of the other student in the recital; each student MUST fill out separate Recital Proposal Forms.

Student Name __________________________ Instrument __________________________

Event Date _______________ Event Time _______________ Length of Event _______________

Setup Time _______________ The house doors will open 1/2 hr. prior to event unless otherwise stated or requested.

ACCOMPANIST(S)

Name of accompanist __________________________

Name of accompanist __________________________

STAGE SETUP AND NEEDS

Will the piano be needed? _____yes _____no Will the harpsichord be needed? _____yes _____no

How many music stands will be needed? _____ How many chairs will be needed? _____

Please provide any additional setup information if relevant (i.e., additional personnel in recital, etc.): __________________________

TECHNICAL NEEDS (circle those that are required)

Sound Reinforcement (mics) Recording Technician AV Technician (slides, video/audio playback)

The AV department will normally not provide videorecording. If you wish a videotape of the recital, you will most likely need to make your own private arrangements for that.

RECEPTION

Will a post-event reception be held? _____yes _____no Number in attendance: _______________

PROGRAM AND PUBLICITY

A computer disk and a hard copy of the program, program notes, invitation, and poster must be submitted to the Performing Arts Administrator no later than 2 weeks prior to the recital (after they have been approved by the Faculty Advisor). The Music Department will arrange and pay for the printing and distribution of these materials (limit of 200 invitations on card stock).

Studio Instructor __________________________ Date: ________

Performing Arts Administrator __________________________ Date: ________

Faculty Advisor __________________________ Date: ________

Music Department Chair __________________________ Date: ________

Please Note: A student must have appeared on at least two Student Concerts in order to present a full or half recital. Under normal circumstances, only seniors may present full recitals; both juniors and seniors may present half recitals. Full and half recitals must be scheduled with the Performing Arts Administrator prior to April 15 of the previous academic year. Note that recitals which are part of the student’s Senior Project must be scheduled by December 1 of the junior year.