



School of Music: **STUDENT RECITAL GUIDELINES**

- I. **Repertoire Requirements** (Any exemption from the Departmental Guidelines listed below must be approved by the Applied Instructor and Head of Department.)

JUNIOR RECITAL: Includes 30-50 minutes of music not including applause, pauses, stage entrances, etc.

SENIOR RECITAL: 55-90 minutes of music not including applause, etc.

DEPARTMENTAL GUIDELINES

BM – COMPOSITION: a Senior Recital which presents 50 minutes of original compositions created during study at HBU is required.

BM- MUSIC EDUCATION: One recital including 30 minutes of music representative of at least 2 styles approved by Applied Teacher.

BM- ORGAN PERFORMANCE: Junior and Senior recitals are required. Repertoire spanning both recitals includes representative selections from the major periods of Classical Music.

BM – PIANO PERFORMANCE: Junior and Senior recitals are required. Repertoire spanning both recitals includes representative selections from the major periods of Classical music.

BM- THEORY: a 30 minute conducting and lecture recital is required.

BM- VOCAL PERFORMANCE: Junior and Senior Recitals are required. Repertoire must include representative selections from each of the major time periods of Classical music. The program must also include representative selections from the four major languages (English, German, French, Italian). Spanish or Latin may be substituted for Italian and/or Russian may be substituted for French on one recital. No encores are allowed.

II. **Pre-Recital Hearing**

All students must pass a recital hearing before their Recital Committee at least three weeks prior to the recital date. The entire program is presented, performance-ready and memorized (if applicable). Additionally, a draft of the recital program and program notes are presented to the committee. Pre-Recital Hearing forms are available under the 'Current Students' tab on the home page of www.hbu.edu/music.

All Pre-Recital Hearings must be scheduled at least two weeks in advance of the recital date. Following the Pre-Recital hearing, comment forms are reviewed with the Applied professor and returned for filing in the School of Music office.

Assessment is as follows:

PASS – the recital may be performed as scheduled

REHEAR – the hearing must be repeated, with possible repertoire changes or other faculty suggestions, and recital date is rescheduled to reflect the two week requirement between pre-recital and recital dates.

DO NOT PASS- the recital is unacceptable as presented and a meeting with Department Head, Applied Teacher, and Student is scheduled to discuss how to proceed.

III. **Scheduling**

Upon selecting three mutually agreed upon dates with the Applied Professor (**and accompanist when applicable**), the student contacts Kelly in the School of Music office to request and confirm a recital date/location. Once the recital date has been confirmed, a date change may only be accommodated due to extreme circumstances approved by the Applied Teacher and Director of the School of Music.

IV. **Grading/Assessment**

Degree recitals are assessed by a committee of at least 3 members. For BM- Piano and BM- Voice Recitals, at least two faculty members should come from the Applied area. Faculty Members submit a written letter grade for the recital immediately following the recital to the Applied Professor.

V. **Programs**

HBU provides 75 programs for student Degree Recitals, in addition to programs kept on file in the School of Music office. It is the performer's responsibility to submit a complete draft of their program to the School of Music office once the Pre-Recital Hearing has been passed. Programs need to include:

- A. Full names of works, with major works in italics, and full composer names
- B. Program notes include: Dates and biographical composer information, specific works, literary references (if applicable), information about the premiere, other facts of interest
- C. Program notes must be proofread and contain bibliographical information

- D. The Applied Professor approves the program notes by signature before submission to the School of Music office
- E. Additionally, the student submits program notes electronically to kmcgill@hbu.edu

VI. Recording

If you wish to have an archival recording made of your recital, contact Nathan Hailey at haileynw@hbu.edu at least 3 weeks prior to the scheduled event. Post-production of recordings take approximately two weeks.

VII. Ushers/Stage Set-up

It is the student's responsibility to arrange for a stage manager and student ushers. Pianos should be closed and locked (if applicable) and equipment needs to return to its original location after the recital.

VIII. Publicity

Recital flyers/posters need approval by the HBU Student Affairs Office before posting. Per MCAC policy, hanging recital posters is not allowed in the facility.

IX. Receptions

If you are interested in hosting a reception on campus after the performance, details **must** be scheduled through Kelly in the School of Music Office.

THE SEMESTER PRIOR TO RECITAL:

- ___ Reserve the date (clear with professor, School of Music office, MCAC Scheduler)
- ___ Finalize repertoire (in accordance with departmental guidelines)

SIX WEEKS PRIOR TO RECITAL:

- ___ Complete 3 copies of Pre-Recital Hearing Form with Recital Committee Signatures
- ___ Return Pre-Recital Hearing Form to Kelly to schedule the hearing
- ___ Confirm hearing date with Faculty Committee

THREE WEEKS PRIOR:

- ___ Pre-Recital Hearing passed
- ___ Submit Audio Recording request (haileynw@hbu.edu)
- ___ Program draft approved and signed by Applied Instructor

TWO WEEKS PRIOR:

- ___ Pre-Recital Forms submitted to School of Music Office
- ___ Recital Program submitted to School of Music Office
- ___ Arrange for ushers/stage manager for recital

ONE WEEK PRIOR:

- ___ Publicity and recital confirmation email to Faculty Committee

DAY of RECITAL by 5 PM (or Friday prior to weekend recital):

- ___ Pick up programs from Music Office

AFTER RECITAL:

- ___ Strike the stage, retrieve programs from chairs, etc.