

Florida Southern College Music Department Junior and Senior Recital Guidelines

Course Enrollment

In culmination of applied music study at the college level, students pursuing degrees in performance (Bachelor of Arts or Bachelor of Music) and music education must prepare and perform a recital in their primary applied area. Bachelor of Music (Performance) candidates will present a Junior and a Senior Recital, while Bachelor of Music Education and Bachelor of Arts in Music candidates will present a Senior Recital only. *Please note:* Non-degree Junior and Senior Recitals are not endorsed by the Music Department and may not be scheduled.

Registration for the appropriate recital course number and section must occur in anticipation of the semester in which the recital will take place. Academic advisors and applied music teachers will aid in the process of registration. Additionally, students must also register for the appropriate applied music course for at least 2 hours credit through the semester during which the applied recital takes place.

At the beginning of the semester, a course syllabus for MUS 3390 or MUS 4490 will be provided to each student enrolled in the courses by the appropriate faculty member for information regarding course objectives and a suggested timeline.

Accompanying Needs

The Music Department provides staff accompanying to each student for up to eight hours of rehearsals and lessons leading to the performance, and it is up to the student and his or her teacher to engage the accompanist, schedule the dress rehearsal, and plan the performance at a time approved by the accompanist. As indicated in the *Florida Southern College Catalog*, a nominal accompanying fee is charged by the college to offset recital accompanying costs. Students wishing to schedule additional time with accompanists may do so at their own expense, according to the policies of the individual collaborative pianist.

Setting the Date and Reserving the Hall

To set or change a recital date, the student must have prior written permission from the applied teacher, applied area director, and accompanist (as needed), using the *Recital Reservation Form* (included with this material or available from the Music Office). Applied area directors are: Brian Brink, strings, winds and percussion; Paula Parsché, piano; Diane Stahl, voice; and Mark Switzer, classical guitar.

Recitalists should carefully check their proposed dates with their applied music teachers and collaborative artists and must confirm their availability before any date will be

assigned. Through the act of signing the *Recital Reservation Form*, all involved parties guarantee that the dates are viable for all concerned.

The completed *Recital Reservation Form* must be submitted to the Music Office within one week after the dates are released for the semester during which the recital is to be scheduled. On the form, it is important to select three viable dates, since the first or second choice may conflict with an event already scheduled on the Master Calendar.

Confirmation of the reservation and a letter outlining the timeline for submission of the program and program notes will be given to the student, his or her teacher, and the applied area director by Mrs. Fredericks.

Requests for rehearsal times in the Recital Hall must be given in advance and in writing through submission of the *B202 Reservation Form* (available in the Music Office). In scheduling dress rehearsals, students should consider ensemble rehearsal and performance dates in order to avoid conflicts. Rehearsal requests will only be considered after all recital dates are assigned.

Recital Hall Configuration

Because the Recital Hall is a regularly scheduled classroom, it is essential that special performance setups be “struck” in order to return B202 to its regular classroom environment. All additional instruments and equipment should be moved out of the hall or into the back room immediately following the event. The hall should be restored to its regular configuration (grand piano and bench in middle of stage) after all rehearsals and performances.

Additional Details

Because Junior and Senior Recitals fall under the academic and artistic direction of the Music Department and its faculty, it is expected that only music department personnel (faculty, staff and students) will be used as collaborators in the performances. Personnel from outside the department need to be approved by the department chair.

The recitalist (in conjunction with the Music Department’s Assistant) is responsible for arranging for 2 ushers and a stage manager (and additional stage assistants, as needed).

The recitalist is also responsible for picking up his or her recital programs and music major check-in sheets the day of the event and is required to return check-in sheets to the Music Office the next working day following the recital.

The Music Department will provide an audio technician and CD for recording of the recital. The CD will be kept in the Music Office Library – and for a small fee – may be copied to another CD for the use of the recitalist.

On-campus receptions are completely optional and *may* be held only after Senior Recital performances. The Music Office can provide students and their families with contact numbers for room reservations and for FSC Food Services, but it is up to the student and his or her family to complete the arrangements, including the room reservation, set-up, the ordering of food and drink (no alcoholic beverages, of course), advertisement, and clean-up.

Please note: The Music Department does not endorse the use of classrooms for public receptions.

Each semester, the schedule of recitals will be published and posted around the music building. In addition, reminders will be sent to the FSC community through general e-mail, and reminders to music students, staff and faculty will be placed on bulletin boards throughout the music building.

Students may, if they like, create their own publicity posters. After submitting them to the Music Office for approval, they may be placed on designated student bulletin boards in the music building. They may not be placed on glass surfaces, walls, or doors and should only be placed on faculty studio and office bulletin boards with the approval of the faculty member.

Memorization of recital repertoire is traditional and required in the areas of piano, voice, and guitar. Students in other disciplines may memorize at the discretion of the teacher. Regardless of memorization, all recitals receive 1 hour credit.

Programming and Program Length

The choice of recital repertoire is a collaborative effort between the teacher and student. Students are generally encouraged to perform suitable and original solo repertoire, although some chamber music may be appropriate. A variety of styles, techniques, and historical periods should be represented, and in the case of voice recitals, the traditional “singing” languages should be included.

Junior recitalists should combine their recitals with another junior recitalist for a complete recital program totaling 60 minutes of music. Otherwise, when logistics prohibit a combination recital or when the teacher makes a special recommendation to the music faculty, permission may be granted for an individual recital program with a length of 30 – 40 minutes.

Senior recitals should include 40 – 50 minutes total of music. Students must carefully time their pieces and stay within the given time limits. This is important for recital scheduling and also demonstrates respect for the audience.

Once the general program is developed, it must be entered on the *Program Approval Form* with accurate timings and signatures indicating approval of the applied teacher and

the applied area director. This form must then be submitted to the Music Office at least three weeks before the scheduled recital date for approval by the Department Chair.

Program and Program Notes

Upon approval by the Department Chair, the program and program notes may then be written, formatted and submitted to the applied music teacher on the template provided by the Music Office. The format must follow the instructions entitled, *Getting the Recital Program Printed*, included in this packet of information.

After the teacher has worked with the student to edit and refine the program document, it must be submitted to the music office as an e-mail attachment **no later than two complete weeks** before the scheduled recital. The student and teacher will be provided with a timeline indicating the protocol and deadlines, and failure to comply with the deadlines will result in the revocation of the recital date. The entire process will have to be repeated.

Please note: Each Junior and Senior Recital program is prepared and printed by the Music Department administrative assistant, and she is working under similar deadlines. Therefore, it is essential to follow the time line for program preparation, development, editing and proofing.

Once the program has been edited and proofed by the Department Chair, the document will be sent to the applied teacher for final approval and proofing one week before the recital. The document will then be printed in the Music Office.

Please note: There will be no changes to the printed recital program once the document has received its final approval by the applied teacher and music department chair.

Pre-Recital Faculty Hearing

At the recommendation of the applied teacher and/or applied area director, a pre-recital faculty hearing may take place at least two weeks before the scheduled recital date. Typically, the faculty jury should consist of the applied teacher, the director of the applied area (or his/her representative) and at least one other faculty member. The student and applied teacher will work together to schedule a date, time and place that will be convenient for the jury and will provide a program listing to the members of the jury (program notes will not be necessary). The jury may choose to hear the recital in its entirety or may elect to hear portions.

Based upon the recital hearing, the jury may make a decision to approve a public recital as scheduled or disapprove the recital until another hearing. If the recital is not approved, a student may repeat the hearing no later than one week later (at least one week before the scheduled recital). Students who fail the second hearing will receive a grade of "F" and may register the following semester for the same course, following the same

protocol. If successful, the grade of “F” will be forgiven, and the higher grade will be entered.

Please note: A grade of “I,” Incomplete, may be given only when a student is unable to complete the requirements due to circumstances beyond his or her control. A grade of “I” will not be given for two failed pre-recital hearings.

Special Performance Notes

- Recitalists and their assistants should be at the hall at least 45 minutes before the beginning of the recital to check out the hall’s configuration.
- The recital performance should begin ON TIME. “Fashionably late” is not acceptable in the concert world.
- Recitalists should discuss recital performance protocol, set-ups, lighting and staging with the stage assistants and ushers before the night of the performance, so that the result is professional and enhances the musical preparation.

Getting the Recital Program Printed

The Junior or Senior Recital program is an official college document, bearing the Florida Southern College seal. It becomes a permanent part of the student’s academic file in the Registrar’s office and in the Music Office. For this reason, all programs will be uniform and not subject to individual whims regarding print type, paper selection, style, *etc.*

Students should remember, that because the program is a document abiding by professional standards, humorous references or emotional expressions of thanks are out of place, no matter how sincerely felt. Unlike many colleges and universities, Florida Southern College assumes all printing costs without assessing a special fee. Private printing off campus at the student’s expense is not an option.

General guidelines:

- All programs are printed on 8½ " x 14 " stock with a single fold and uniform college/departmental graphic art. Students’ names will be rendered in a uniform style selected by the Music Department.
- Since page one is a cover, all listing of selections (the program), program notes, and listing of assisting staff will be limited to the remaining three pages (no inserts will be allowed).

- All program material must first be submitted to the applied teacher for editing and proofing (between three and four weeks before the scheduled recital) on the template provided by the Music Department.
- The approved draft must then be sent as an e-mail attachment to the music office (cfredericks@flsouthern.edu) no later than two complete weeks before the scheduled recital, for typesetting, editing, and proofing.
- At least one complete week before the scheduled recital, the edited “departmental” edition will be e-mailed to the applied music teacher for final review. After returning the reviewed document (with any last-minute changes) to the Music Office (where the Music Department chair will do a final proof), the program will be printed. There will be no changes to the printed recital program once the final proofed version has been submitted.
- As indicated, a template will be sent electronically to recitalists to facilitate and expedite the formatting of the program when the recital date is confirmed by the Music Office. All information should be entered on the template and sent to Mrs. Fredericks in the music office as an e-mail attachment. Please note – and follow – the style elements indicated in the template. Samples of past acceptable programs are available in the Music Office upon request.
- General program information should include the following:

Front and back pages

Name (as you would like it to appear on the program)
 Indicate whether this is a Junior or Senior Recital
 Instrument or Voice Category
 Name of Accompanist
 Name of Applied Music Instructor
 Degree (B.M., B.M.E., B.A.)
 Date of Recital/ Time of Recital
 Stage Manager (please use only FSC students or staff for this)
 Ushers
 Audio technician

Program Listing – Inside left

TITLE OF PIECE (bold caps) – include opus number, movements and/or section titles.
COMPOSER (full name)
COMPOSER’S DATES
DELINEATION OF PROGRAM SECTIONS & BREAKS – through use of Roman Numerals
INCLUDE NAMES OF COLLABORATORS IN ENSEMBLE PIECES - with instrument designations or voice categories

Program Notes – Inside right

Program notes should place the composer and the work(s) to be performed within context. Although essentially brief in nature, they should be thorough enough to present meaningful information. Generally, it is best to avoid subjective analysis of the music (your performance should prove the worth of the piece). Do remember that program notes should serve the layperson and the professional musician, so avoid lengthy theoretical allusions and present interesting (and accurate) facts or issues about the composers, their musical styles, and the specific piece(s) you are performing.

Voice Recitals: It is traditional to supply abridged translations of the pieces in foreign languages. Brief information about the composer and the piece(s) should also be included with the translation. The translations should be written in complete sentences, paraphrasing as necessary, and omitting needless repetitions of words or phrases. The result should provide a literate and brief sense of the song. Opera arias should also be translated with a brief synopsis of the opera, scene, and/or character for context.

Attached are forms that should be used for securing the date of the recital, seeking approval of the program, and requesting rehearsal times in B 202. Additional copies of these forms are available in the Music Office.

Junior/Senior Recital Date Reservation Form

Name _____

Junior Recital _____ Senior Recital _____

Instrument _____ Voice Category _____

Accompanist (as needed) _____

Please list, in order of your preference, your top three choices of dates (according to the protocol listed in the memorandum accompanying the Guidelines:

1. Recital date: _____
2. Recital date: _____
3. Recital date: _____

Teacher approval of all dates: _____
(signature)

Applied Area Director* approval of dates: _____
(signature)

Accompanist approval of dates: _____
(signature)

* Applied Area Directors

Instrumental/Strings: Brian Brink
Piano: Paula Parsché
Voice: Diane Stahl
Guitar: Mark Switzer

ASSIGNED RECITAL DATE CONFIRMATION: _____

Branscomb 202 Recital Dress Rehearsal Request

List, in order of preference, your top three choices for a Recital Dress Rehearsal time in Branscomb 202.

- Please remember that rehearsals must be scheduled around regularly scheduled classes, rehearsals and special events in this busy hall.

- Your rehearsal time must be coordinated with your teacher, your accompanist and any other personnel assisting you in your performance.

Dress Rehearsal Date	Time (beginning – end)
1.	
2.	
3.	

Confirmation of Dress Rehearsal Date and Time:

Recital Checklist

Activity	Deadline (if applicable)	Done
Register for the course (work with advisor and applied music teacher for correct course number)	Before end of first week of semester	
Read and memorize <i>Jr/Sr Recital Guidelines</i> ☺	At the earliest opportunity	
Discuss date preferences with teacher, applied area director, and accompanist.	At the earliest opportunity	
<i>Submit date preferences to Music Office on Recital Reservation Form. Don't forget to schedule a dress rehearsal as well.</i>	Within 1 week of receiving list of available dates.	
Plan program with teacher.	At the earliest opportunity	
Submit projected program to applied area director for approval.	4 weeks before recital	
Submit projected program with timings to Dept. Chair on <i>Program Approval Form</i> .	3 weeks before recital	
Complete research for program notes.	At the earliest opportunity	
Complete program with use of electronic template. Select stage manager and ushers.	At the earliest opportunity	
Submit program to applied teacher for editing and approval.	3 weeks before recital	
Submit program as e-mail attachment to Mrs. Fredericks in Music Office for editing.	2 weeks before recital	
Program will be returned for review by you with applied teacher.	At the earliest opportunity	
Submit finalized program to Music Office for editing and proofing by department chair.	1 week before recital	
Finalize recital mechanics with stage manager, ushers, and audio technician.	At the earliest opportunity	
If recommended, schedule pre-recital hearing.	2 weeks before recital	
Create publicity posters or flyers, if you like.	As desired	
Submit posters to Music Office for approval.	As needed	
Distribute posters and flyers – appropriately.	As needed	
Dress rehearsal – Discuss staging needs (lighting, staging, set-ups, & performance protocol) with stage personnel.	Within the week before recital	
Pick up programs, check-in sheets, and CD from Music Office.	Day of the recital	
Be at recital hall at least 45 minutes before Performance.	Day of the recital	
Perform beautifully and professionally!	Recital	
Return the recital hall to its normal configuration.	Right after recital	
Pick up left-over programs, check-in sheets, & Cd for return to the Music Office the next day.	Right after recital	
Celebrate!	Your choice!	
Return some programs, CD, & check-in sheets to Music Office.	The first working day following the recital	

