

Senior Recital Guidelines

School of Music



Rev. 11-2-20

SENIOR RECITAL CHECKLIST/TIMELINE

1. Bachelor of Music, Performance

A senior recital of 50 minutes of repertoire is required. Total concert time, including stage changes and pauses between pieces, should not exceed 60 minutes.

Bachelor of Music, Theory Major

A recital of 25 minutes in the student's performing area is required. Total concert time, including stage changes and pauses between pieces, should not exceed 30 minutes. *See NOTE.

Bachelor of Music, Composition Major

A 25-minute recital in the student's performing area for a composition recital is required. Total concert time, including stage changes and pauses between pieces, should not exceed 30 minutes. *See NOTE.

2. Bachelor of Music Education and Bachelor of Music with Elective Studies in an Outside Field

A senior recital of 25 minutes in the student's performing area is required. Total concert time, including stage changes and pauses between pieces, should not exceed 30 minutes.

*See NOTE.

3. Bachelor of Music, Music Technology

A 50-minute senior recital comprised of original and existing compositions that use technology. Total concert time, including stage changes and pauses between pieces, should not exceed 60 minutes. *See NOTE.

4. Bachelor of Arts, Music Major

A senior recital of 25 minutes in the student's performing area is required. This recital is in addition to the required Arts and Sciences senior project. Total concert time, including stage changes and pauses between pieces, should not exceed 30 minutes. *See NOTE.

*NOTE: Any student whose prescribed curriculum does not require a 50-minute senior recital is free to request permission to present a 50-minute program. The request should be in the form of a brief letter to the student's applied teacher prior to the applied jury the semester before the recital. If the teacher supports the request, he/she will make arrangements for a double-length jury and submit the request to the jury members. The jury renders the decision. The recital is also contingent upon the availability of an appropriate time in the university schedule.

SENIOR RECITAL CHECKLIST/TIMELINE

Last Monday in April (for fall semester recital dates) OR first Monday in December (for spring semester recital dates):

Senior Recital sign up begins! Submit Teacher Approval Form with signatures (this form must be turned in to secure a recital date).

Prior to Recital Hearing:

Prepare program notes for hearing.

2-3 weeks prior to Senior Recital:

Pass your Recital Hearing. You should notify the Dean's Executive Assistant (Jeanne.Peterson@stetson.edu) once the hearing is passed; at that time the recital date will be confirmed and a recital time can be assigned. With approval of the hearing committee, students who do not pass a hearing may be allowed a second opportunity as long as it is at least 2 weeks prior to the recital date. Under no circumstances are recital hearings held within 2 weeks of a senior recital date.

2 business days after Hearing is passed:

E-mail your program and notes as a Word attachment to the Music Office (sscarpelli@stetson.edu).

2 weeks prior to Senior Recital:

Schedule times to rehearse in Lee Chapel with the Dean's Administrative Assistant; if you'd like to publicize your recital on the TV in the Presser lobby, send an electronic copy of your senior recital poster to the Music Office (optional).

1 week prior to Senior Recital:

Submit the Recording Request Form; submit Stage Crew Instructions Form.

Following Senior Recital:

If you have produced a poster to promote your recital, submit a copy to the Music Office to be archived by the University.

All forms may be found online at www.stetson.edu/music

SENIOR RECITAL PROCEDURES

Recital Hearing

Before performing or presenting the recital, the candidate must present the entire program as it will be performed for a faculty screening committee. The jury for the senior recital hearing, consisting of three faculty members chosen by the applied teacher (or the Dean or the Associate Dean where appropriate), will occur no later than two weeks prior to the scheduled recital. The applied teacher, in the role of chair, will contact the committee members and set the time and place of the hearing, based on the schedules of the performers and the faculty committee. Note that under no circumstances are students expected or allowed to solicit faculty for their hearing committee.

Three copies of the approved program and program notes must be taken to the hearing for committee approval. Program notes must be available to the committee at the hearing. The hearing must be passed at least two weeks prior to the scheduled recital date; therefore, it is advisable to schedule the hearing at least three weeks ahead so that, in the event the student fails to pass the hearing, a second hearing is possible before the two-week deadline. A second hearing will consist of the same faculty committee as the first. A third hearing will not be permitted during the same semester. Unanimous approval must be given and publicity will not be released until the hearing has been passed.

Illegal copies of copyrighted music are not allowed at any time in the School of Music. Students may not perform from copies of copyrighted music unless they own the copyrighted score and the copies facilitate a performance. Use of illegal copies for the recital hearing may result in the failure of the hearing.

Recital Scheduling

To schedule your recital, students submit the Teacher Approval Form (included in this packet) to the Dean's Administrative Assistant. Recitals that are to be given in the fall semester may be scheduled beginning on the last Monday in April of the previous spring. Recitals to be given during the spring semester may be scheduled beginning on the first Monday in December. Available recital dates will be posted one week prior to these dates. The time of the recital will be assigned by the Dean's Administrative Assistant only after the hearing is passed. In all cases except for those requiring excessive stage changes (such as percussion or technology), there will be 15 minutes between senior recitals. Once recital dates have been put on the calendar, they should not be changed except for emergency or health reasons. Rescheduling can be accomplished only by petitioning the faculty. Lack of preparation is not an acceptable reason for either a recital date change or the awarding of an incomplete grade for the semester. Therefore, it is extremely important that a date be chosen in consultation with the applied music teacher. Students who schedule in the spring for the fall semester can make changes to their recital date up until the first Monday after classes begin in the fall. Music Education students may not schedule their senior recital during their internship semester. No senior recitals are to be presented during the last two weeks of the fall or spring semesters.

Programs

All programs and notes for recitals must be formatted and printed by the Music Office. It is the responsibility of the student and studio teacher to edit and proofread the program and notes. Recital credit will be offered if the performance is within the academic dates of the fall and spring semesters. Specific program guidelines and the scale for printing the program free of charge can be found in this packet under "SENIOR RECITAL PROGRAM GUIDELINES."

Preparation of senior recital program and notes is to be completed in collaboration with the student's studio teacher. The student must email the approved proofread program and notes as one document file as a Microsoft

Word attachment to Mrs. Francis in the Music Office at sscarpelli@stetson.edu within two business days after a successful hearing. Failure to meet this deadline may result in the student's announcing the program from the stage at the discretion of the Dean.

Recording

Arrangements for the recording of recitals are made by submitting a [Recording Request Form](#) at least a week in advance of the recital. This is an online form.

Publicity

University Marketing no longer handles publicity but offers these suggestions:

- Post it on the online university calendar: <https://secure.stetson.edu/programs/calendar/submit-an-event.php>
- Post on your Facebook page and other social media
- Submit an announcement for Stetson Today: <https://secure.stetson.edu/apps/announce/instructions/>
Remember that all announcements on Stetson Today are part of an email blast bulletin the following morning, which goes to each designated audience (faculty, staff and/or students). So, check all of them to publicize your recital. For example, for a recital on October 24, you might want to submit your announcement on Thursday, October 22; it would be emailed Friday morning, October 23—when folks are planning their weekends.
- If you'd like your poster to be on the Presser TV, please send Sara Scarpelli a digital version.
- Information to consider including in your publicity:
 - Name and instrument
 - Candidate for the degree of...
 - Applied teacher
 - Recital date, time, place
 - Accompanist (and/or others on recital): Specify names and instruments/voice etc.

Rehearsals in Elizabeth Hall

Students must follow procedures for scheduling Senior Recital rehearsal times in Lee Chapel, Elizabeth Hall. A schedule sheet is posted on Monday morning of each week on the bulletin board (outside the Music Office). Students may reserve evening rehearsal times with the following limitations:

Full-hour recitals: 8-14 days preceding the recital, 1-1/2 hours; 1-7 days preceding the recital, 2-1/2 hours;

Half-hour recitals: 8-14 days preceding the recital, one hour; 1-7 days preceding the recital, 1-1/2 hours.

A reasonable number of additional hours may be available on weekends. If there are special reasons that you are not able to rehearse on evenings or weekends, see the Dean's Administrative Assistant.

Stage Crew

If special instructions are necessary for the stage crew, the student must submit the Stage Crew Instructions Form (included in this packet or here: <http://www.stetson.edu/music/media/stage-crew-instructions.pdf>). There is a mailbox in the Music Office for this purpose.

Recital Etiquette

In order to focus attention on the musical performance and keep costs minimal for all students, the following guidelines have been established:

- Under no circumstances are floral arrangements or other decorations permitted on stage before, during, or after a recital.
- The recital should not be preceded, interrupted, or followed by extraneous presentations of any kind.
- Flash photography is not permitted during the performance.
- Encores are not allowed.
- Dress for recitals should be tasteful. Costumes, excessive jewelry, low-cut gowns, colored tuxedos, etc. are inappropriate.
- Receptions are not allowed in Lee Chapel, Elizabeth Hall, but are frequently held in Presser Hall 132 and the PH Atrium.

Students should convey this information to family and friends to avoid potential embarrassment.

TEACHER APPROVAL FOR SENIOR RECITAL

Name _____ Date Submitted _____

Degree _____ Major _____

Proposed Recital Date and Time _____

Repertoire: _____ Length of Program: _____ minutes

Pianist _____
Pianist's signature indicating approval or email with confirmation

Collaborating Musicians

Applied Teacher Approval

Signature of Teacher

Student must submit this form to the Music Office when reserving a recital date. If this recital is longer than required, has faculty permission been granted at the previous jury?

Yes _____ No _____

SENIOR RECITAL PROGRAM GUIDELINES

All students planning to give a senior recital will be required to assemble a program that will include a listing of what is to be performed and program notes describing the music to be performed. The program should be designed as a tool to assist the audience in understanding more about what they are hearing.

The following guidelines should be observed when compiling the program:

1. The heading must have the student's name and instrument (or voice part), the accompanist's name (if applicable), "Studio of [the Applied Teacher's name]," and the date, time and location of the recital.
2. Complete titles of all works being performed should be used. When relevant, the complete title should include the generic title (i.e. sonata, concerto) in English and the proper numbers (e.g. opus, Koechel, Deutsche) as well as key. Applicable movement names (e.g. tempo markings) should also be indicated where needed.

For works with unique titles or songs (e.g. *Jeux Die Forelle*) transcribe the title in the original language unless it is better known in another language. Translations may be supplied in the "notes" (see below). Use numbers, dates and keys where applicable. It is better to give too much information than not enough.

3. The printed program concludes with the following statement:
This recital is presented in partial fulfillment of the requirements for the degree of Bachelor of Music
_____.
4. Notes should accompany each work on a separate page in program order. The following should be kept in mind when writing program notes:
 - Do not state the obvious or well-known facts (e.g. Bach was born in 1685, Beethoven was deaf.)
 - Be succinct! You should convey what it is that you want to say in the most economical manner. The audience may not read program notes that are too long and wordy. Limit the notes to three pages or less, please.
 - Be sure that what you are saying relates directly to what you are performing. For instance, don't ramble on about unrelated facts and events in the composer's life if it doesn't reflect on what it is that you are performing.
 - Original analysis that brings out certain key elements in the music works well if it is stated logically.
 - Certain historical facts or elements that are pertinent to the music being performed seem to work well.
 - Notes should average about 100 words per selection. This may vary depending on the nature of the music.
 - The SoM office staff do not proofread senior recital programs or notes, only format and print—so please make sure that more than one pair of eyes has read over your program/notes.
5. Singers must also provide translations of any works sung in languages other than English.
6. Senior recital programs are printed free of charge: 100 programs for non-vocalists; 75 programs and notes/translations for vocalists.

RECORDING REQUEST FORM

The School of Music "[Recording Request form](#)" is now online.

The completion of this form for the Recording Crew is due one week prior to the student's recital.

Each Senior Recital performer will receive one (1) free copy of the recital. If the student wishes to have additional copies made, the student must negotiate that independently with a member of the Recording Crew.

Attach copy of recital program.

STAGE CREW INSTRUCTIONS

Name _____

Date of Recital _____

Time of Recital _____

GROUP No. _____

Composer(s) _____

Organ _____ Harpsichord _____

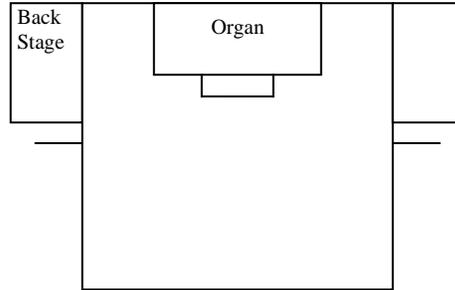
Piano: _____ Steinway D (9') – "Davis"

_____ Steinway D (9') – "Hagstrom"

Piano Lid:

_____ closed _____ half stick _____ open

Special Instructions (music, chairs, stands, etc.):



GROUP No. _____

Composer(s) _____

Organ _____ Harpsichord _____

Piano: _____ Davis Steinway D (9') _____ Hagstrom Steinway B (9')

Piano Lid:

_____ closed _____ half stick _____ open

Special Instructions (music, chairs, stands, etc.):

GROUP No. _____

Composer(s) _____

Organ _____ Harpsichord _____

Piano: _____ Davis Steinway D (9') _____ Hagstrom Steinway B (9')

Piano Lid:

_____ closed _____ half stick _____ open

Special Instructions (music, chairs, stands, etc.):

