

PLANNING YOUR RECITAL
A Quick Guide for Students

At least one semester before you intend to offer your recital...

- In consultation with your private instructor, choose and begin to prepare your repertory.
- Take every opportunity to practice performing recital pieces: studio classes, area recitals, Collage Concerts, or just playing/singing for your friends and colleagues.
- Some students complete their pre-recital hearings at juries during the semester before their recitals; this is ideal.

As the semester of your recital approaches...

- [Register](#) for the appropriate recital course for the semester of the recital:
 - MUA 4490 – BA Project recital
 - MUP 4470 – junior recital
 - MUP 4480 – senior recital
 - section 001 for performance majors
 - section 002 for jazz studies majors
 - MUP 8290 – graduate recital
 - section 001 for conducting and instrumental/vocal performance majors
 - section 002 for jazz performance majors

At the beginning of the semester of your recital...

- Visit the department's [Recital Planning](#) page to review the process and deadlines.
- Submit the [Recital Request Form](#) before the posted deadline. This will start a process in which your private instructor or faculty supervisor, your [area coordinator](#), and the Department Chair are asked to approve your request to perform a recital.
- Invite faculty to serve on your recital committee. For undergraduates, the recital committee typically consists of your private instructor, your [area coordinator](#), and one additional full-time faculty member. For graduate recitals, please consult the [Graduate Student Handbook](#).
- On the [Recital Planning](#) page, check the [Recital Availability Calendar](#) to see which dates/times are available for student recitals. Make note of several options and coordinate with all members of your recital committee to determine a date/time when every can attend your recital. You may want to have a “backup,” too, as reservations are made on a first-come-first-served basis.
- Submit the [Recital Scheduling Form](#) before the posted deadline. As part of the scheduling process, the department's Facilities Manager must approve your request. You will receive an email informing you when your recital is officially scheduled.

- Secure a pianist if your program requires one, and make sure he or she has the music as early as possible. Arrange in advance for rehearsals with your pianist or any other co-performers. If you can, avoid cramming all the rehearsals into the last couple of weeks.
- In consultation with your private instructor and your [area coordinator](#), arrange a pre-recital hearing at least **four weeks** before your performance (MUP 4470, junior recital, does not require a hearing). The hearing will be 15-25 minutes in length, but you should be prepared to perform any portion of your program as requested.

At least **four weeks** before your recital date...

- Complete your pre-recital hearing (if you didn't do so during juries).
- Finalize your repertory and program order, along with any translations and/or program notes required by your private instructor, [area coordinator](#), and/or [degree requirements](#). Then, submit the [Recital Program Information Form](#) (on the [Recital Planning](#) page). This form must be submitted at least **four weeks** before your recital date.
- Reserve dress rehearsal time. You are allowed up to two hours of rehearsal/coaching time in Schaver Music Recital Hall before your event, but you must request it in advance. Contact the department's Facilities Manager about hall availability and to request a reservation.
- Practice playing/singing in your recital outfit and shoes.
- Create an invitation list and get the word out!