



Spring 2016 Recital Information Packet

Recital Sequential Order Check List:

1. Register for recital credit
 - a. MUS 3190 junior/non-degree; MUS 4190/senior; or MUS 8980/graduate
2. See the Committee List on Blackboard after January 11, 2016
 - a. Note that recital committees assignment may change during the first week of classes
3. See the list outside office 205 for available dates and Online Calendar found at: <http://ems.unomaha.edu/virtualems/>
 - a. Click on 'Browse for Space'
 - b. Either scroll down to find Strauss PAC or click the 'Filter' tab to select the building and date
4. Consult with applied instructor, recital committee and your accompanist to decide on hearing and recital dates
5. Confirm dates with recital committee and obtain signatures on Recital Confirmation Form
6. Pay Recital Fee by following this link and clicking on the appropriate button for your instrument: <http://www.unomaha.edu/college-of-communication-fine-arts-and-media/music/student-involvement/recitals.php>
7. Submit completed form to Operations Coordinator, Jennifer Walcutt, to reserve your dates on the Master Music Calendar
8. Signup Dates are on a first come, first served basis starting January 11, 2016. Students planning recitals in January or February may reserve a date and time after December 1, 2015

All Dates Must Be Confirmed by Friday, March 11, 2016 or you will be dropped administratively and forfeit all tuition and fees. Incompletes will be given only with written permission from the Recital Coordinator.

RECITALS

Performance majors must give a half-recital during their junior year and a full recital during their senior year. Half recitals require a performance of a minimum of 25 to a maximum of 35 minutes actual playing/singing time. Full recitals require a performance of a minimum of 40 minutes to a maximum of 50 minutes of playing time. Therefore no full recitals are to last no more than 60 minutes including both on and off stage time. Graduate Recitals are to be at least 45 minutes in length and no more than 60 minutes, including both on and off stage time. **You must adhere to these time limits!**

Education majors must give a half-recital during their senior year. Required performances are a minimum of 25 to a maximum of 35 minutes of playing/singing time. **You must adhere to these time limits!**

Both **performance junior recital students** and **senior education students** should share the recital with another student whenever possible, with each student presenting 25 to 35 minutes of performance time.

All students must be enrolled in applied music in their major area the semester of, and the semester prior to, any non-degree, junior, and senior recitals.

Enrollment in either MUS 3190, 4190 or 8980 is required of all students performing degree and non-degree recitals. The information in this packet will serve as the syllabus for this course.

RESERVING DATES

Recitals may be reserved for any weekday (Monday-Friday) as times are available. The last available time to reserve a recital for both Graduate and Undergraduate recitals is 6:00 PM Monday - Friday. Any times that are proposed later will not be accepted. (See **Approved Recital Locations**.) **Student recitals shall not occur during finals week of the Fall and Spring terms. All fees must be paid in full via the link above prior to reserving any dates.**

All Recital Confirmation Forms and recital fees must be received by Friday, March 11, 2016. Failure to schedule by this date will result in a lowering of the final recital grade. Recital date and/or time changes in emergency situations involving the student, applied faculty member, and/or faculty committee members must be submitted in writing after consultation with the applied instructor and the Director of the School of Music.

PRE-RECITAL HEARING

No later than **two weeks prior** to the recital, the Faculty Recital Committee will hear the program to approve the recital. The pre-recital hearing may be held in any appropriate location in the Strauss Performing Arts Center. In many cases, the pre-recital hearing will not be held in the Recital Hall. The location for the recital hearing shall be scheduled by the student after consulting with the applied instructor and events coordinator.

A recital program must be taken to the hearing for approval. Once the information on the program and recital hearing form is approved and signed by the committee chair, the forms must be turned into the Operations Coordinator. Then an electronic copy in a word document must be sent to the Operations Coordinator for printing within two working days after the recital along with the Recital Hearing Form. Failure to meet this deadline will result in the lowering of the final recital grade.

All members of the student's recital committee and collaborated performers must be present for the pre-recital hearing. If a student does not pass their recital hearing both Dr. Beard and Jennifer Walcutt need to be notified by the committee chair.

FACULTY RECITAL COMMITTEE

The Recital Coordinator, Dr. Christie Beard, is responsible for selecting a Faculty Recital Committee who will hear the pre-recital and grade the actual recital. The Committee consists of three or four faculty members, one of the members being your applied instructor. The committees must be comprised of at least two full-time faculty members.

Following the recital, each committee member submits a grade form to the Recital Coordinator. These grades are averaged and will determine the final for the course.

REHEARSAL TIMES IN THE RECITAL HALL

Due to heavy demand for use of the Recital Hall, rehearsal times allotted for each student must be regulated. The following chart represents the maximum total rehearsal hours allotted for student recitals:

Graduate Recitals	6 hours
Piano/Organ/Percussion (Jr. Performance/ Sr. Mus Ed)	3 hours
All other performance areas (Jr. Recital)	2 hours
Piano/Organ/Percussion (Sr. Performance)	6 hours
All other Performance areas (Sr. Recital)	4 hours

Note: Time available in the hall for rehearsal purposes is extremely limited. This policy does not guarantee rehearsal times. All rehearsal times are subject to availability. All recital hall rehearsals must be scheduled with the Operations Coordinator. Rehearsal times may be pre-empted due to unforeseen circumstances that occur after the student has reserved Recital Hall space.

APPROVED RECITAL LOCATIONS AND TIMES

Room 105 as available and are to begin no later than 6:00 PM, Monday through Friday
Recital Hall as available and are to begin no later than 6:00 PM, Monday through Friday

RECITAL FEE

Each student will pay a recital fee of \$75.00, due before scheduling a recital date and has to be done via the PayPal account link <http://www.unomaha.edu/college-of-communication-fine-arts-and-media/music/student-involvement/recitals.php>. This fee includes the recording costs, and the printing of fifty-six programs (six for the archives, and fifty for the performance audience).

PRINTED PROGRAMS

The final program must be submitted electronically as a word document to the Operations Coordinator **no later than TWO DAYS AFTER the RECITAL HEARING. This Document MUST be in PRINT READY form with ALL PROGRAM INFORMATION in the PROPER FORMAT PRIOR to being sent to the following email address:**

E-mail address: jwalcutt@unomaha.edu

All formatting should follow the Recital Program Template found on Blackboard or the School of Music website.

All graduate and undergraduate programs will use the same format, with a draft of the program provided at the recital hearing. Any revisions must be approved by the Applied Music Instructor and submitted to the Operations Coordinator the day immediately following the hearing.

The School of Music will provide 50 single-sheet copies of the recital program. If additional copies are required, the student will be responsible for the additional expense. The printing of translations, if required by the applied instructor, is the sole responsibility of the student.

RECEPTIONS

The foyer of the Strauss Performing Arts Center may be used for a reception following your recital at no cost. Any refreshments served must be ordered through UNO Catering and kept in the lobby. Food Service reservations are made through the Milo Bail Student Center at 554-2400. You provide them with information regarding menu and the approximate number of guests expected. **No outside food may be brought into the Strauss Performing Arts Center.**

RECORDING POLICY (Student Edition) - Studio 153 Recording Services

The School of Music will record all concert performances produced on campus under its sponsorship. This includes all credited student and faculty recitals, ensemble concerts, and other events as directed by the Department. These recordings are used for archival, student evaluations, research, fund raising, and recruitment of students and faculty. The recordings are the property of the university, and will be archived by the university. CD-quality audio files will be transferred electronically to the student within approximately 5 business days of the recital (slightly longer for more complex recordings). Additional copies may be obtained at a fee of \$15.00 per CD copy.

The university reserves the right to distribute recordings or excerpts thereof for outreach (including playback on radio and/or the internet), fundraising, or scholarly purposes. The performer, with faculty consent can request that a performance be marked confidential, and not be made public. All recordings are intended for archival purposes and will meet the reasonable standards of the industry.

If you have any questions, please contact Dr. Christine Beard, Recital Coordinator (cbeard@unomaha.edu) or Jennifer Walcutt, Operations Coordinator (554-3427; jwalcutt@unomaha.edu)

RECITAL CONFIRMATION FORM

NAME _____ NUID # _____

UNO EMAIL _____ PHONE _____

INSTRUMENT _____ APPLIED INSTRUCTOR _____

MAJOR (CIRCLE ONE)

BACHELOR OF ARTS

BM - PERFORMANCE MAJOR

BM - EDUCATION MAJOR

TYPE OF RECITAL (CIRCLE ONE)

NON-DEGREE RECITAL

JUNIOR RECITAL

SENIOR RECITAL

GRADUATE RECITAL

Is this a joint recital YES NO If yes, provide the name of the person _____

RECITAL HEARING PROPOSED DATE: (Held two weeks before the recital.)

_____ at _____ in _____ Approved by Operations Coordinator _____
Date Time Room

RECITAL PROPOSED DATE:

_____ at _____ in _____ Approved by Operations Coordinator _____
Date Time Room

FACULTY RECITAL COMMITTEE:

I will attend the hearing and the recital at the appointed dates and times.

Committee Member 1: Applied Instructor Date

Committee Member 2 Date

Committee Member 3 Date

Committee Member 4 (not applicable for all recitals) Date

****RETURN THIS COMPLETED FORM TO JENNIFER WALCUTT****