

Senior & Sophomore Recital Planning Checklist

You must use this form to assist in preparing for a Sophomore Advancement recital or Senior recital.

Priority is given to Music Majors and Seniors who are **degree-required** to give a recital.

The Music Department **does not** cover recitals in Hatfield and Cone with tech support.

AS EARLY AS POSSIBLE FALL SEMESTER:

1. _____ Select Recital Date-Meet w/your applied lesson instructor to select a recital date.
All recitals, with the exception of senior recitals, must be held before March 19, 2010 (the Friday preceding Spring Break). (Student Handbook, Section 14E, p.12) Seniors are strongly urged to complete their recitals before April 1st to insure faculty representation at the performance. Prior to October 1st of each academic year, seniors will be given priority to set their Senior Recital date. After that date, recital dates will be available on a first-come, first-served basis.
2. _____ Reserve Date with Music Office- No more than 2 music events may be held on one day and **none at the same time**. Check with Susie in the Music Office to see if date is available. Then check with Mike Bergh, stage manager, to see if he or his students are available on your selected date.
3. _____ Schedule the Date On-Line- Once the date is approved, the student **must** use the web form to finalize scheduling the date and rehearsal times. (Go to: *Internal Web*, click on *Scheduling-Event Request*, then enter your name and password). You **must** clear these times with your accompanist as well.
4. _____ Rehearsals- Rehearsal times for all performance locations must be scheduled with the campus Scheduling Office at the time the recital date is selected.
5. _____ Accompanist- Our professional staff accompanists are expected to prepare music and rehearse as requested by the applied instructor. In normal cases, weekly rehearsals will be adequate to prepare for the recital. However, because the dress rehearsal typically requires an extra commitment of time and travel from the accompanist, the student will pay an honorarium of \$75.00 to the accompanist for the dress rehearsal. This payment should be made directly to the accompanist before the recital date.

AT LEAST THREE WEEKS BEFORE THE RECITAL:

- Scheduling Policy: Recital dates cannot be changed except in cases of extreme emergency or serious illness.**
6. _____ Publicity-Complete a publicity form (attached) so information can be included in on-campus publications and newspaper articles. Turn in completed forms to Diane Trevett, Music Office Secretary.
 7. _____ Programs/Posters- Program and poster design is the responsibility of the student and must conform to the standard department sizes for both.
The Music Department will assume the cost when the campus Print/Design Center prints recital materials for **degree-required Advancement and Senior Recitals**. In this case, the Music Department will pay for up to **\$20.00** towards the printing of your programs and flyers. (Off-campus printing costs will be the responsibility of the recitalist.) It is the recitalist's responsibility to distribute posters both on and off campus. (See back for suggested areas to post.)
 - a. _____ **Instructor Review**-All students, including seniors, must submit program and poster copy to the applied lesson instructor for review. It is the recitalist's responsibility to ensure accuracy and completeness of information. See back of this sheet for information that must be included.
 - b. _____ **Music Office Review**-After instructor review, submit a hard copy of all program and publicity materials to Diane Trevett, Music Office Secretary, for review **no later than 3 weeks before the recital date**.

8. _____ Program Notes-Required for all senior recital programs and to be included in the printed program. Program notes must be given to the applied instructor for review (Music Student Handbook Section 10).
9. _____ Senior Recital Performance Evaluation- Obtain a form from the music office or online, <http://www.willamette.edu/cla/music/students/current/index.php>. Select and confirm a jury of 3 faculty; 2 must be full-time music faculty. Return the form to your private instructor.
10. _____ Piano and Harpsichord- If a piano needs tuning, or if the harpsichord is to be used, the recitalist must make a request to the Music Department Administrative Assistant at least 10 days prior to the recital. For required recitals, tuning will be the responsibility of the Music Department.
11. _____ Recording- Arrangements for recording student recitals are the responsibility of the recitalist and should be made with Mike Bergh, Willamette University Stage Manager. There is no cost to the recitalist.
12. _____ Stage Arrangements-If held in Smith Auditorium or Hudson Recital Hall, complete the attached form and submit to the stage manager, Mike Bergh **two weeks before the recital**. The stage manager will arrange for a stage crew, lighting and sound personnel.
13. _____ Reception- If a post-recital reception is desired, the reception is the responsibility of the recitalist. If the recitalist is a member of Mu Phi Epsilon, the recitalist should contact the president of Mu Phi Epsilon for arrangements.

INFORMATION TO INCLUDE ON POSTER/PROGRAM:

Posters:

1. Name of the recitalist(s)
2. Type of recital...voice, flute, senior, junior, etc.
3. Month, day, year and time of recital
4. Location of recital, i.e. Willamette University Smith Auditorium, Hudson Hall, Rogers Rehearsal Hall.
5. "Willamette University"

Program:

All of the same information on the poster, plus:

1. Name of the accompanist
2. Names of pieces to be performed and the composer. If more than one recitalist, indicate which pieces each will be performing
3. A brief biography about the recitalist(s) including major, home town, ensemble membership, and other information of interest if desired
4. Reception following if one is planned and where
5. Name of applied lesson instructor
6. People to thank, if desired
7. Translations if needed

SUGGESTED LOCATIONS FOR POSTERS:

1. All buildings on campus. Be sure to include the Law School and Atkinson.
2. Salem Public Library- 585 Liberty St. SE & in West Salem, 395 Glen Creek Rd. NW
3. Businesses on Court, State, High, Liberty, and Commercial Streets downtown Salem.
4. For a more extensive list and map of on and off campus locations, pick up a Poster Distribution List in the Music Office.

STAGE INSTRUCTIONS

For **special recitals** held in Smith Auditorium and Hudson Recital Hall

TO: Mike Bergh, Stage Manager

DATE: _____

FROM: _____
(name of contact person for recital)

Phone: _____ Email: _____ Box No: _____

RE: **ADVANCEMENT OR SENIOR RECITAL**

DATE: _____

TIME: _____

PUBLICITY FOR ADVANCEMENT/SENIOR RECITALS

Submit four to six weeks in advance of your recital date.

Name of Recitalist(s): _____

Applied Lesson Instructor: _____

Date: Month, Day, Year: _____
Time: _____

Venue: _____

Accompanist: _____

Recital Type (senior, voice, flute, etc.): _____

Home City/State: _____

Other items of interest: _____

Brief Description (50 words or less): _____
(about you, works performed, your area
of study, i.e. *music performance*) _____

Contact Person: _____
Campus Phone - _____
Campus Box Number - _____

Please notify Diane Trevett, secretary in the music office, x6687, immediately of any changes.

Notices go out to monthly calendars on the 10th of each month for those items to be listed in the next month's calendar. Generally, we need to know **four to six weeks in advance** for items to be placed in calendars of the following publications: *Statesman Journal, Senior News, Salem Monthly, on-line calendars, etc.* Let us know as soon as you know.

**Questions: Call Diane Trevett at 370-6687
or email <dtrevett> in the Music Office**