

BOYER

Recital Policies and Procedures

General Information

Bachelors and Masters recitals:

To present a Bachelor or Masters degree recital, you must be enrolled in private lessons during the term in which you perform the recital. If you need to extend your applied study beyond the required number of semesters in order to prepare for the recital, consult the Recital Extension Policy (below). Students can be denied permission to perform degree recitals based on academic status.

Doctoral recitals:

Doctoral students are required to perform several recitals in addition to the Diagnostic Recital presented to a faculty jury at the end of the first semester of study. Excepting the First Solo Recital and the final one, these recitals may be performed in any order. The Final Recital is a portion of the final written project. Doctoral students must pass all Comprehensive Examinations before Final Recital arrangements can be confirmed.

Non-degree (student) recitals:

Student recitals may be presented at any point in a curriculum provided that the student is in good academic standing and gains permission from the Private Teacher, Department Chair, and Associate Dean. Non-degree recitals are scheduled after all degree recitals have been scheduled for a given semester.

Jury approval:

Please consult your department's recital approval jury policy. Unsuccessful juries may result in the omission of the recital from the published Schedule of Events and/or cancellation of the recital.

Dates and locations:

Degree recitals are presented Monday through Friday at 5:15PM and 7:30PM. Non-degree recitals may be scheduled at 3:40PM or, when available, at 5:15PM. All recitals are held in Rock Hall with the exception of Jazz and Percussion recitals, which are held in Klein Recital Hall.

Recital Extension Policy:

Students are expected to perform recitals at the appropriate time in the course of their studies. Only under the most extraordinary circumstances can a recital be extended into the following semester. Typical reasons for such an extension include medical reasons (with a note from a physician) or unusual personal situation (with documentation attached). Recital Extension is strongly discouraged and will only be granted with substantial reasoning and written permission by the appropriate Private Teacher, Department Chair, and Associate Dean on the Recital Extension Form.

Students who are approved for Recital Extension must register for Music 300 in the following semester. The only exception to this may occur when a recital is postponed from Fall to Spring and is performed in the first two weeks of the Spring semester. No exception may be made when postponing from Spring to Fall.

Recital Scheduling

Procedure:

Students must express their intent to present their recital with the submission of a Degree Recital Application or a Student (Non-Degree) Recital Application as appropriate. The appropriate form must be

completed in its entirety and signed where appropriate prior to submission. Application submission dates must be strictly adhered to, and are as follows:

Fall 2005– February 16, 2005 to March 2, 2005
Spring 2006– September 28, 2005 to October 12, 2005
Fall 2006– February 15, 2006 to March 1, 2006
Spring 2007– September 27, 2006 to October 11, 2006

Recital dates will be assigned by the Recital Office based on availability and the information provided by the student on the Application. Recitalists will be notified of their dates by letter. Once dates have been assigned, cancellations and postponements can be made only with the approval of the appropriate Associate Dean.

Accompanists:

Undergraduate, Masters and Doctoral (First Solo Recital only) performance majors may request that the College appoint an accompanist from the Accompanying Program for their degree recitals. To request an accompanist, please consult the Guidelines for Students Requiring Accompanists and submit an Accompanist Request Form.

Students who wish to hire an accompanist must have that person approved by Professor Lambert Orkis, Coordinator of the Piano Accompanying Program.

Program Preparation and Recital Set-up

Repertoire Approval:

A Recital Content (Repertoire) Form must be fully approved and submitted no later than two months before each recital. The complete repertoire for the recital, including any possible encores, must be printed on a separate page and attached to the form. Forms that do not have repertoire lists attached will not be accepted. Private Teacher and Department Chair signatures must be obtained for all recitals. The Doctoral Recital Approval Committee must also approve repertoire for all doctoral recitals. The Major Advisor and 3 additional Committee Members must approve Final Doctoral Recitals.

Printed Program:

The recital office will produce programs for all degree recitals. The recitalist must proofread the final version of the program no less than two weeks before the recital. Any errors will be noted by the recital adjudicators. The Private Teacher and Department Chair must approve any repertoire changes, in writing.

Program Notes and Translations:

Program notes and/or translations are required for all voice, choral conducting, and doctoral recitals (other Master's students are encouraged to provide them). Translations must be your own and must be approved by your major teacher and department chair at least two weeks before your recital. Doctoral recital notes must be approved by your major teacher, department chair and committee. Recitalists are responsible for preparing, copying and distributing their program notes and translations.

Keyboard Instruments:

All keyboard instruments must be used in the traditional manner (keyboard only) and no part of the piano, except the music desk, may be removed without permission from the Keyboard Office. Keyboard instruments may not be moved on- or off-stage during any breaks or intermission. Harpsichords, fortepianos, and organs must be requested on the Recital Content (Repertoire) and Set-up Form, and must be approved by the Keyboard Office. For further information about these instruments please read the Guidelines for Use of Temple Harpsichords.

Rehearsal Scheduling:

Students may schedule approximately four hours of rehearsal time in Rock Hall by contacting the Recital Office. Rehearsal time is based upon availability on a first come-first served basis.

Recital Performance

Protocol:

Recitals must begin on time and run on time. Recitals should be kept to one hour, including all breaks and intermission. Off-stage breaks should not exceed three minutes and an intermission, if necessary, should not exceed ten minutes.

Recital Monitors:

The Recital Office will provide Recital Monitors who will be responsible for programs, keys, lighting, stage changes and Undergraduate Recital Attendance Credit. Recital Monitors will check the hall set-up before the recital and will assist with stage changes and lighting in most cases. If additional assistance is needed (e.g. piano moved to side of stage), you are responsible for obtaining that assistance. Monitors are not required to make announcements (e.g. regarding silencing cell phones, refraining from flash photography, or discouraging applause between movements or sets) or turn pages.

Reception:

Receptions may be held in the basement of Rock Hall or the 2nd floor lobby area outside of Klein Recital Hall. Alcohol, hot food, and candles are not permitted. Recitalists are responsible to arrange for set-up and clean up for their receptions. If the reception area is defaced or left in an unacceptable manner the recitalist may be assessed a fee, which must be paid before graduation.

Adjudications:

Members of the faculty are assigned to adjudicate degree recitals. The Recital Office will forward copies of all written adjudications to the recitalist and their Private Teacher, Department Chair, Associate Dean and student file. For the Final Doctoral Recital, adjudications are performed by the recitalist's Committee.