

SENIOR RECITAL PREPARATION AND APPROVAL FORM
Recital Approval, Program Approval, and Dress Rehearsal Instructions

Instructions

1. **The Pre-recital Jury** should be scheduled approximately 4-6 weeks prior to the recital date (minimum 4 weeks). Allow approximately one hour for the jury. All members of the committee should attend the pre-recital jury. The jury may be recorded if extenuating circumstances prevent a member from attending. All members of the committee must approve the recital.

2. The student will:

- a. Select two or three possible dates for the jury in consultation with the teacher, accompanist where needed, staff technician, and any other performers.
- b. Contact his/her committee chair and all committee members to select final date, location and time for the jury. The jury may be held in room 101, 104, 105 or 191. Work with the studio teacher to determine the best space.
- c. Provide the committee chair with the names and emails of all other performers on the recital.
- d. Work with the staff technician and studio teacher to ensure that all needed sound equipment, stands, chairs, etc. will be in place for the jury.
- e. **At the pre-recital jury**, provide a draft of the program including names of repertory, composers, dates of composers, program notes, translations where needed. Personal "Thank You's" may be included but must be limited to 30 words or less. The committee members reserve the right to edit any portion of the program.
- f. **At the pre-recital jury** provide a draft of the flyer to the committee for approval.
- g. Submit the final program with any changes to committee chair **three weeks** before the recital.
- h. Print and post the approved flyer about 10 days before the recital. Send invitations to family and friends.

3. The committee chair will:

- a. Send out a confirmation email to all parties involved at least 1 week prior to the jury.
- b. Review, edit and approve the program and flyer in consultation with the studio teacher.
- c. Attend the recital.
- d. Schedule the post-recital meeting for committee members and student.
- e. Post the final grade for the student.

4. Dress Rehearsal:The student will:

- a. Consult with the studio teacher, accompanist, and staff technician to schedule the dress rehearsal. This final rehearsal should take place during the recital week in the location of the recital (most likely 191). The studio teacher must attend the dress rehearsal.
- b. Try to create the same experience as you want to have during the recital, i.e. plan your day with rest, wear your dress shoes, make sure you have all the equipment, instruments, etc. that you require for the recital, warm up as you plan for the recital, try to present the program in the same order as on the program.

RECITAL APPROVAL FORM

Date: _____ Bronco number: _____
 Name: _____ Email: _____
 Studio Teacher: _____ Emphasis/Option area: _____
 Recital date: _____ Instrument/voice: _____

1. Student: Take this form to the people listed below for their initials (A and B below). Return it to the committee chair.

A. Please initial approval of the pre-recital jury date:

Pre-recital date: _____ Time: _____ Location: _____

 Teacher Accompanist Technician Comm. Member Committee Chair

B. Please initial approval of the dress rehearsal date:

Dress rehearsal date: _____ Time: _____ Location: _____

 Teacher Accompanist Technician

List equipment needs: _____

2. Committee Chair: Bring this form to the pre-recital jury for recital approval.

Recital: approved _____ denied _____

Program: approved _____ denied _____ Flyer: approved _____ denied _____

Committee chair: _____

Studio teacher: _____

Committee member _____

If the recital, flyer, or program is denied, committee chair should attach the reasons for the denial and the committee's suggestions for improvement, changes, and a new pre-recital jury date if necessary.