

RECITAL INFORMATION AND CHECKLIST

- 1. Decide on appropriate literature to be performed, in consultation with your applied instructor.
- 2. Get all of your music to your accompanist.
- 3. Decide on a performance date. In order to do this, you must do **all** of the following:
 - a. Check availability of the performance space on the [Google sheet calendar](#). *NOTE: Available dates are indicated in both the "Event" and "Status" columns.*
 - b. Confirm the availability of your accompanist.
 - c. Confirm the availability of your applied instructor.
- 4. Reserve EDRH by using the [online Formstack](#). You will indicate on the Formstack whether or not you want the recital recorded and if you need a piano. You will also pay the required fees with a credit card (see below). You will be notified by email once your date has been approved. *NOTE: Eidson-Duckwall Recital Hall is no longer available for requests through the "Calendar and Event Scheduling Feature" on my.butler.edu. You may **only** use Formstack to reserve the date for your recital.*
- 5. Once you have a confirmed recital, you may schedule one dress rehearsal in EDRH. In order to do this, you must do **all** of the following:
 - a. Check availability of the performance space on the [Google sheet calendar](#).
 - b. Confirm the availability of your accompanist.
 - c. Confirm the availability of your applied instructor. Your applied instructor must be present for the duration of your dress rehearsal.
 - d. Email Brian Oakley at boakley@butler.edu to schedule.
- 6. You **MUST** submit your recital program draft electronically to Joy Rogers at jlroger1@butler.edu at least **3 weeks before** the recital. [See below or click here for detailed printed program requirements](#). Programs submitted less than 3 weeks before the performance date may not be printed.
- 7. Submit information for your recital to have it added to social media posts through [this link](#).
- 8. Advance the technical and staging needs of your recital with Kelly Schmidt at kmschmi2@butler.edu.
- 9. Pick up your printed programs from the School of Music office on the day of your recital, or the Friday prior (for weekend recitals).
- 10. Perform the recital!

INFORMATION ABOUT SCHEDULING YOUR RECITAL

- A. For Fall semester recitals occurring before October 1, scheduling is on a first-come, first served basis. Degree-required recitals occurring between October 1 and the last day of Fall classes receive priority for scheduling and must be booked by October 1. After October 1, scheduling becomes first come-first served for all Fall semester recitals.

For Spring semester recitals occurring before February 1, scheduling is on a first-come, first served basis. Degree-required recitals occurring between February 1 and the last day of Spring classes receive priority for scheduling and must be booked by February 1. After February 1, scheduling becomes first come-first served for all Spring semester recitals.

Requests for student recital dates that occur outside of the official starting and ending dates of the fall, spring, or summer semesters must be approved in writing by the Director of the School of Music.

- B. There will be no recitals scheduled during reading days, final examinations, or when classes are not in session. Emergency circumstances will be considered but must be approved in writing by the Director of the School of Music.
- C. Requests for recital dates that conflict with another School of Music event will be denied.
- D. Lilly Hall classrooms may not be used for recitals except in the case of special programming or instrument needs that cannot be accommodated in EDRH. All degree-required recitals must be presented on Butler University's campus; the same is true of required recital hearings. Contact Brian Oakley at boakley@butler.edu with any questions.
- E. Recital times are standardized. You are granted access to the hall one hour prior to the recital start time. Times are as follows:
- Monday-Thursday: 5:00 PM (scheduled time from 4:00 PM-6:30 PM), 7:30 PM (scheduled time from 6:30 PM-9:00 PM)
 - Friday: 5:00pm (scheduled time from 4:00 PM-7:00 PM), 8:00 PM (scheduled time from 7:00 PM-9:30 PM)
 - Saturday-Sunday: 11:00 AM (scheduled time from 10:00 AM-1:00 PM), 2:00 PM (scheduled time from 1:00 PM-4:00 PM), 5:00 PM (scheduled time from 4:00 PM-7:00 PM), 8:00 PM (scheduled time from 7:00 PM-9:30 PM)
- F. You may schedule one dress rehearsal in EDRH once your recital is confirmed. Dress rehearsal times in EDRH are standardized and are scheduled in 2-hour blocks where indicated on the [Google sheet calendar](#). Your applied instructor must be present for the duration of your dress rehearsal.
- G. There is a fee of \$30 for all recitals, including non-degree recitals. If you want your recital recorded, there is an additional fee of \$30. Fees are payable in advance by credit card through Formstack when you reserve your date.
- H. Post-concert receptions are permitted for recitals in the Eidson-Duckwall Recital Hall and are held in the Ford Salon, which is located on the lower level of the recital hall. You can indicate on the Formstack if you would like to reserve the Ford Salon. If the Ford Salon is unavailable, you will be notified when your recital is confirmed. You are welcome to provide your own food and beverages (there is a refrigerator available); no alcoholic beverages are permitted. Any catering must go through [Bon Appétit](#). Receptions may also occur in the lobby of the recital hall but must be approved in writing in advance due to potential for logistical issues due to simultaneously-occurring Ford Salon events.
- I. Should an event need to be cancelled, you must contact Brian Oakley at boakley@butler.edu at least 48 hours prior to the event. Should an event need to be rescheduled, your applied instructor must contact Brian Oakley at boakley@butler.edu at least 48 hours prior to the event.

INFORMATION ABOUT PRINTED PROGRAMS, DEGREE REQUIRED RECITALS, RECITAL HEARINGS, & RECITAL GRADING

Printed Programs

- All recital programs must be prepared in the School of Music office.
- The program must be submitted electronically to Joy Rogers, the School of Music secretary, at jroger1@butler.edu **3 weeks before** the recital. The program must include the following information: full names of each composer (first and last); dates for each composer; complete title of each work, including key, opus number, and date of composition; movement titles, excerpts, etc. Joy will then email a proof of the program to both the student and the applied instructor for final approval.
- For a degree-required recital, the following must be included on the program copy: "This recital is presented in partial fulfillment of the requirements for the ____ degree in ____."
- Programs must be picked up by the student or teacher from the School of Music office on the day of the recital or on the Friday prior (for weekend recitals).

Degree Required Recitals

- ❑ 1. You must register for your recital during the semester in which you are presenting it. Choose from the following (all are zero-credit registrations; check your curriculum guide to be sure of the correct number):
 - a. AM 300: Junior Recital (undergraduate)
 - b. AM 400: Senior Recital (undergraduate)
 - c. AM 494: Jazz Recital (undergraduate)
 - d. MT 408: Composition Recital (undergraduate)
 - e. AM 709: Recital (graduate)
 - f. AM 710: Conducting Recital (graduate)
 - g. MT 708: Composition Recital (graduate)
- ❑ 2. Schedule the Recital Hearing (not required for Composition and Conducting recitals) at least two weeks in advance of the recital, with the panel to include the applied instructor and a minimum of one other applied faculty member (the preferred number of faculty is **three**). See the "Recital Hearings Policy" below for detailed hearing requirements. Make sure the Recital Hearing Form is signed by the panel and submitted to the School of Music office. [The form is available online.](#)
- ❑ 3. Assemble a Recital Grading Committee consisting of the applied instructor and two additional faculty members to grade the recital. See the "Recital Grading Policy" below for grading requirements.
- ❑ 4. After your performance, make sure the Recital Grading Form is signed by the Recital Grading Committee and returned to the School of Music office in LH221. If it is a graduate recital for performance, piano pedagogy, or conducting majors, a copy of the recital recording (CD/audio for performance and piano pedagogy, DVD/video for conducting) and two copies of the original recital program must be given to the Director of Graduate Music Studies in order for the recital grade to be received.

Specific Requirements for Degree-Required Piano Recitals

- Junior Piano Recital: Minimum of 30 minutes of solo music, to be chosen in consultation with the instructor. Must be memorized. No selections may be duplicate selections performed for the Upper Divisional Exam. Prior jury pieces may be programmed.
- Senior Piano Recital: Minimum of 60 minutes of solo music, to be chosen in consultation with the instructor. Must be memorized. No selections may duplicate selections performed for the Upper Divisional Exam or the Junior Recital. Prior jury pieces may be programmed.
- Graduate Piano Recital: Minimum of 60 minutes of solo music, to be chosen in consultation with the instructor. Must be memorized. Prior jury pieces may be programmed.

Recital Hearings Policy

1. Students presenting a degree-required recital must first pass a recital hearing (except composition and conducting recitals). The purpose of the hearing is to assure that students are adequately prepared to present a recital. A recital hearing is not required for non-degree recitals.
2. Recital hearings are to be held at least two weeks in advance of the scheduled recital date. Individual teachers and/or areas may require the hearings to be further in advance.
3. Recital hearings are to be heard by a panel consisting of the applied teacher and at least one other faculty member. Individual teachers and/or areas may require a larger panel.
4. Students must be prepared to play the entire recital repertoire. The faculty panel may elect to hear the entire repertoire or selected compositions, movements, or passages.
5. The recital hearing must be performed with the accompanist and/or collaborating musicians who will be performing on the recital.
6. Recital hearings may be held in Eidson-Duckwall Recital Hall or in an appropriate classroom or studio; they must be held on the Butler University campus.
7. The student and applied teacher should work together in scheduling recital hearings and in arranging for a venue, accompanist, faculty panel, etc.
8. If the faculty panel determines that the student is not adequately prepared to present the recital, the recital must be postponed and the student must schedule a second hearing following the above guidelines. Should the student fail to pass the hearing on the second attempt, the recital and its required hearing must be postponed until the subsequent semester and the applied instructor must contact Brian Oakley at boakley@butler.edu to cancel the recital reservation.

Recital Grading Policy

All degree-required recitals must be graded by a minimum of three School of Music faculty members, who sign a [Recital Grading Form](#). It is the student's responsibility to make sure that the Recital Grading Form is signed and turned in to the School of Music office. A copy of the recital must be attached to the form (two copies for graduate students). All other recitals (freshman or sophomore recitals, chamber music ensembles, etc.) are not graded. In most areas, at least two of the three faculty members must be from the "area" (strings, woodwinds, etc.); check with your applied instructor to be sure. If the required number of faculty cannot attend the recital in person, listening to a recording of the recital by a faculty member is permissible.

SUGGESTED STUDENT RECITAL TIMELINE

Fall Semester	Spring Semester	Action to be Taken
September-October*	January-February*	<ul style="list-style-type: none"> ● Decide on appropriate literature to be performed. ● Get all of your music to your accompanist. ● Decide on a performance date. ● Schedule your EDRH recital.
Early October	Early February	<ul style="list-style-type: none"> ● Schedule your EDRH dress rehearsal.
4 Weeks before Recital		<ul style="list-style-type: none"> ● Submit your printed recital program draft. ● Advance your recital's technical and staging needs. ● Schedule your recital hearing.
2-3 Weeks before Recital		<ul style="list-style-type: none"> ● Hold your recital hearing. ● Submit the Recital Hearing Form. ● Submit information for social media posts. ● Approve your printed recital program.
Day of Your Weekday (M-Th) Recital OR Friday prior to Your Weekend (Sat/Sun) Recital		<ul style="list-style-type: none"> ● Pick up your printed recital programs.
Day of Recital		<ul style="list-style-type: none"> ● Perform the recital!
After the Recital		<ul style="list-style-type: none"> ● Submit the Recital Grading Form along with any applicable required materials.

*All degree-required recitals must be scheduled by October 1 of Fall semester and February 1 of Spring semester for priority scheduling. After October 1 of Fall semester and February 1 of Spring semester, scheduling becomes first-come first-served. **Some instructors and/or areas may require earlier actions than the suggested timeline above.**