

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, the student must do all of the following:
 - ___ a. check the availability of the performance space online at my.butler.edu
 - ___ b. confirm the availability of your accompanist
 - ___ c. confirm the availability of your applied instructor
- ___ 4. Reserve EDRH by using the Form Stack available at https://butler.formstack.com/forms/music_recital. You can also access the link online at the School of Music website. You will indicate on the Form Stack whether or not you want the recital recorded and which piano (7' or 9') you prefer; you will also pay the required fees with a credit card (see below). *NOTE: while you can use the online "Calendar and Event Scheduling" feature on my.butler.edu to view the availability of the hall, you can't actually book the recital from there; your request will be denied. You must use the Form Stack to reserve the date.*
- ___ 5. Schedule your dress rehearsal (with instructor, accompanist, and performance space). Be aware of the schedule blocks listed in B below that are reserved for recital times. Your instructor will need to actually reserve the space for your rehearsal using my.butler.edu, or you may contact Courtney Hardy, the JCA Facilities and Events Manager, to make the reservation (ckhardy@butler.edu).
- ___ 6. You **MUST** submit your recital program draft electronically to Joy Rogers (jlroger1@butler.edu) at least ***3 weeks before*** the recital. See below for detailed program requirements.
- ___ 7. Pick up your completed programs from the School of Music office on the day of your recital, or on the Friday prior (for weekend recitals).
- ___ 8. Confirm that your applied teacher will pick up keys to the Eidson-Duckwall Recital Hall from the School of Music office. The keys must be returned on the following business day. A fee of \$300 will be charged for lost keys.
- ___ 9. Perform the recital!

Please be aware of the following:

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 recital dates that occur outside of the official starting and ending dates of the fall, spring, or summer semesters must be approved by the Chair 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 by the Chair of the School of Music.

C. Requests for recital dates that conflict with another School of Music event will be denied. Exceptions must be approved by the Chair of the School of Music. There are additional date and time restrictions during ArtsFest in April.

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.

E. There are standardized recital start times; you are automatically granted access to the hall one hour prior to the start time:

- Monday-Thursday: 5:00 pm (schedule block of 4-6:30pm), 7:30 pm (access at 6:30pm)
- Friday: 5:00 pm (schedule block of 4-7pm), 8:00 pm (access at 7pm)
- Saturday-Sunday: 11:00 am (schedule block of 10am-1pm), 2:00 pm (schedule block of 1pm-4pm), 5:00 pm (schedule block of 4pm-7pm), 8:00 pm (access at 7pm)

F. There is a fee of \$30 for all recitals (including non-degree recitals); this price includes a hall manager. If you want your recital recorded, there is an additional fee of \$30 (blank CD is provided). Fees are payable in advance by credit card when you reserve your date.

G. All degree-required recitals must be presented on Butler University's campus; the same is true of required recital hearings. Requests for exceptions must be made in writing to the Chair of the School of Music; off-campus venues must be located in Indianapolis. Programs for off-campus recitals must still be generated through the School of Music Office. All charges for the use of off-campus space, including instrument moving and tuning, are the responsibility of the performer. Any performance that occurs off-campus will NOT be recorded by JCA.

H. Recital credit slips are always supplied for recitals in the Eidson-Duckwall Recital Hall. For recitals occurring in other spaces, you will need to pick up slips from the JCA main office.

I. 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 that you would like to reserve the Ford Salon when you sign up for your recital; if for some reason the Ford Salon is not available, you will be notified. 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 Aramark. Receptions may also occur in the lobby of the recital hall. However, you need to be aware that if there is an event taking place simultaneously in the Ford Salon, there could be logistical concerns (start/end time "traffic congestion, no access to the refrigerator, etc.).

J. Should an event need to be cancelled or postponed, you must contact Courtney Hardy, the JCA Facilities and Events Manager, at 317-940-9657 or ckhardy@butler.edu at least 48 hours prior to

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the event.

K. Specific requirements for degree-required **piano** recitals:

Junior Recital: Minimum of 30 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. Prior jury pieces may be programmed.

Senior 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 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.

Information about the printed program:

- 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 jlroger1@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 teacher 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).

Additional information for 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):

- AM 300: Junior Recital (undergraduate)
- AM 400: Senior Recital (undergraduate)
- AM 494: Jazz Recital (undergraduate)
- MT 408: Composition Recital (undergraduate)
- AM 709: Recital (graduate)
- AM 710: Conducting Recital (graduate)
- MT 708: Composition Recital (graduate)

___ 2. Schedule the Recital Hearing (not required for Composition and Conducting recitals) at least 2 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 (available online) is signed by the Recital Grading Committee and returned to the School of Music office (LH 221). If it is a graduate recital for performance, piano pedagogy, or conducting majors, a copy of the recital recording (CD for performance and piano pedagogy, DVD for conducting) and two copies of the original recital program must be given to the Director of Graduate Music Studies (LH 221) in order for the recital grade to be received.

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 other collaborating musicians who will be performing on the recital.
6. Recital hearings may be held in the 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.

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 (available online) is signed and turned in to the School of Music office; a copy of the recital program 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 teacher 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.