

PREPARING FOR YOUR UNDERGRADUATE DEGREE RECITAL

Getting authorized and enrolling for your recital:

Obtain a "Recital Authorization Form" (located in the music office or on department's website). You and your applied teacher must fill out the form completely. Attach it to the Request for Authorization Form and turn it in to the Assistant to the Chairperson. REMEMBER, you MUST enroll in the applicable course (MUSA 399, 497, 498 or 499) in order to get the credit you need to graduate.

Scheduling recitals in the Center for the Arts:

All on campus recitals are held in the recital hall unless your applied teacher determines that Kaplan Hall is needed because of equipment or instrument needs, stage size, etc. Dates and available times for the recital hall or Kaplan Hall are generally released around the second week of November and the second week of April. Signs will be posted in the music wing when the reservation forms are available at the front desk in the music office. Follow all procedures and secure all signatures and initials as indicated on the reservation forms.

Scheduling recitals off-campus:

If you must give your degree recital off-campus because of on-campus scheduling difficulties, obtain the "Request for Off Campus Student Recital" form. It must be approved by your applied teacher and at least one other faculty member who will attend your off-campus recital. Adhere procedures and to deadlines as indicated on the form.

IMPORTANT DEADLINES AND REMINDERS:

- ◇ **Programs:** You MUST use the template posted on the department's website (www.towson.edu/music) when preparing your program. Prepare your program according to the guidelines and deadlines listed below. If you do not meet the deadlines, the department reserves the right to cancel your recital.

4 weeks prior to recital:

Submit first camera-ready draft of program to applied teacher.

3 weeks prior to recital:

Receive revised/edited draft from applied teacher.

2 weeks prior to recital:

Submit final camera-ready program to Debra Walker or her designee (CA 3095) for printing. The program you submit MUST have a note from your applied teacher indicating that it has been approved. Dr. Anthony will NOT review your program if it has NOT been approved by your applied teacher. Next, it is your responsibility to return to the music office within three business days after your submit your program to see if changes must be made.

- ◇ **Recording requests:** If you wish to have your recital recorded, complete the "Technical Request Form (Student)" (http://www.towson.edu/music/tech_student.htm). The request and payment must be made at least two weeks prior to your recital. Submitting a request **DOES NOT** guarantee that a technician will be available; however, every attempt will be made to provide one. Payment for recording fees may be by check (payable to "Towson University") or by cash, submitted to Debra Walker (CA 3095). If you have questions, contact John Spivey at 410-704-4633 or at jspivey@towson.edu.
- ◇ **Stage manager requests:** If you wish to request a stage manager for your recital, complete the "Stage Manager Request Form" (<http://www.towson.edu/music> then click "Undergraduates" and scroll down to the link titled "Stage Manager Request Form"). The cost is \$25.00. Stage managers are subject to availability. The sooner you make your request, the better the chance of the department being able to assign someone.
- ◇ **Dress rehearsal requests:** During the semester of your recital, remember to schedule your dress rehearsal (two hours maximum) by emailing Mary Ann Criss (mcriss@towson.edu). Times are in demand so you may need to schedule a rehearsal in the morning or late in the evening. You MUST confer with your applied teacher and if applicable, your accompanist as to their availability. Email several possible dates and times to Mary Ann Criss. It is your applied teacher's responsibility to know the procedures for access to the hall. Faculty must be present during your rehearsal.
- ◇ Arrange for a page turner if needed.
- ◇ **Publicity postings:** Two weeks before your recital is the best time to post flyers in **APPROVED** locations. Comply with building policies regarding such flyers. **DO NOT** post flyers on painted surfaces, walls, windows, fire doors, or classroom doors. Faculty bulletin boards may be used with their permission. Bulletin boards not otherwise restricted may also be used. **DO NOT POST FLYERS ON BULLETIN BOARD USED FOR OFFICIAL ANNOUNCEMENTS.** Flyers posted in unauthorized locations will be removed without notice.

If you have questions regarding any of the above, please email Mary Ann Criss (mcriss@towson.edu).