

Spring 2021 Student Degree Recital Reservation Form & Recital Authorization Form
KEEP THIS SHEET FOR REFERENCE AS YOU PREPARE FOR YOUR RECITAL.

SCHEDULING RECITALS IN THE CENTER FOR THE ARTS -- IMPORTANT:

The majority of on-campus student degree recitals are in the small recital hall UNLESS your applied teacher determines that Kaplan Hall is needed because your recital requires a larger stage, special equipment, two pianos, etc. Therefore, please be careful when you are selecting dates so that you check off the proper venue for your recital. **The Recital Hall is designated (RH) and Kaplan is designated (KCH).**

Student degree recitals cannot run against each other, a faculty, guest artist, student ensemble concert or an “outside event” that is in one of our halls. **The deadline to submit this form is Tuesday, December 1, 2020. The deadline to enroll in the recital is December 14, 2020.**

SCHEDULING RECITALS OFF CAMPUS:

If you must hold your recital off campus because of scheduling issues, please obtain the “Request for Off Campus Student Recital” form. That form must be approved by your applied teacher and at least one other faculty member who will attend your recital. See the form for deadlines. Your request **MUST** be approved by the department chairperson before you finalize plans for an off campus recital.

SCHEDULING POLICY FOR 30 MINUTE DEGREE RECITALS:

All ½ hour student degree recitals (*BM – MUSA 399; BS MUED – MUSA 498 (for students in catalogs prior to Fall 2017/Spring 2018); BS in Music – MUSA 497; Music Minors – MUSA 399*) must be paired with another student giving a ½ hour degree recital. This policy does not preclude students from different disciplines teaming up for a recital. There is no strict provision on the 30-minute time limit. Students are responsible to indicate on their recital reservation form who they will partner with (each student should submit a form). Communication with applicable private teachers is critical. Recitals will not be scheduled until both students and applicable teachers have agreed on a date and the form(s) have been submitted to Mary Ann.

If a student elects to perform a recital that is not required for his/her degree program, the student must request permission from the Department Chairperson. Students must also enroll for the recital as elective credit.

PROCEDURES: Please select **FIVE** dates from the attached list and label by choice (1st, 2nd, 3rd, 4th and 5th). Review the dates, times, and **PROPER VENUE with your instructor and obtain your instructor’s approval as well as the approval of another faculty member who will attend your recital, indicating the dates are clear for everyone.** Your instructor and the 2nd faculty member who will attend your recital must also initial each date selected. **IF YOU ARE PARTNERING WITH A STUDENT WHOSE PERFORMANCE AREA IS DIFFERENT FROM YOURS, YOU MUST SECURE THE SIGNATURE OF YOUR INSTRUCTOR AND YOUR RECITAL PARTNER’S INSTRUCTOR.** If applicable, you must also coordinate with your accompanist to be certain that he or she will be available for your selected choices. Email the approved **STUDENT DEGREE RECITAL RESERVATION FORM** to Mary Ann at mcriss@towson.edu – being sure to copy all faculty involved and your accompanist, if applicable.

Within 3 to 5 **BUSINESS** days after you submit the reservation form, your recital confirmation will be emailed to you and the instructors involved. **After you receive your recital date, you must schedule your dress rehearsal PROMPTLY. DO NOT WAIT UNTIL THE SPRING TERM TO SECURE A DATE AND TIME FOR A REHEARSAL.** **If you fail to do so, we cannot guarantee that you will be able to schedule a dress rehearsal.** You are given up to two hours for your dress rehearsal. You must confer with your private teacher and your accompanist (if applicable) as to their availability. Email **several** possible dates and times to Mary Ann Criss (mcriss@towson.edu). Your applied teacher must be present for your dress rehearsal.

Graduate students’ requests accepted beginning on **THURSDAY, OCTOBER 29**; seniors beginning on **WEDNESDAY, NOVEMBER 4**; and juniors beginning on **MONDAY, NOVEMBER 9**. Students who are not required to give a recital but are electing to do so can turn in forms on **FRIDAY, NOVEMBER 13**.

IMPORTANT REMINDERS:

1. You must use the applicable template posted on the department's website (<http://www.towson.edu/cofac/departments/music/resources/recitals/index.html>) when preparing your program. It is important that you prepare your program according to the guidelines and deadlines listed below. Should you be unable to meet the deadlines or adhere to these instructions, the department reserves the right to cancel your recital.

4 weeks prior to recital:

Submit first draft of program to applied teacher who will check for corrections and provide his/her approval.

VOICE STUDENTS PLEASE NOTE: All voice recitals must include printed translations. These are due to the primary applied teacher for proofing one month prior to the recital date. This date may be adjusted per the applied teacher's discretion. Translations must include both the original language and the translation in English. Examples of format and proper citation are available on the Voice Division webpage: http://www.towson.edu/cofac/departments/music/resources/documents/rt_translations_000.doc

3 weeks prior to recital:

Receive feedback from your applied teacher. Make any requested changes or revisions to program.

2 weeks prior to recital:

Email final revised program to Debra Walker (dwalker@towson.edu) and cc your applied teacher on that message. Include any supplementary materials, such as sung texts and translations or program notes. The department office will provide a final review, request any additional edits, and finally print copies of the program for distribution at your recital.

2. If you need technical assistance with your recital, wish to have it recorded, and/or would like to request a stage manager, complete the appropriate forms found at the following sites: (<http://www.towson.edu/cofac/departments/music/resources/recitals/stagemanager.html>) (<http://www.towson.edu/cofac/departments/music/resources/recitals/technicalservices.html>). Requests and payments must be made at least two (2) weeks prior to your recital. Submission of a request does not guarantee that a technician or stage manager will be available, but every attempt will be made to provide one. Payment for technical support, recording and/or stage management services may be by check (payable to "Towson University") or by cash, submitted to John Spivey or Debra Walker. If you have questions, contact John Spivey at jspivey@towson.edu.
3. Arrange for a page turner if necessary.
4. Begin preparing any publicity materials you may wish to display. These materials must include "Towson University Department of Music presents," title of the performance and performer (such as Jane Smith's Senior Recital), the day/date/time of the event and the location (Center for the Arts, Recital Hall or Harold J. Kaplan Concert Hall). The materials should be sent to the COFAC Events Office for approval. This can be done either via email to cofacevents@towson.edu or drop a copy off at CA 3038 with your contact information. Once approved, they may be posted in the display rails located throughout the building. They may also be posted on faculty bulletin boards WITH PERMISSION. They may not be posted in any other location. Flyers posted in unauthorized locations will be removed without notice.

Be sure to fill out the attached form completely and print legibly. Include your TU email address. Again, you will receive a confirmation memo via email GENERALLY WITHIN 3 to 5 BUSINESS DAYS AFTER YOU SUBMIT THIS FORM. If you cancel or postpone your recital, you must notify Mary Ann Criss so that the date can be released

PRINT YOUR NAME HERE: _____

Select 5 dates (take note of venue)) and label by choice (1st, 2nd, 3rd, 4th and 5th). Return date form and recital authorization form to Mary Ann at mcriss@towson.edu. **Faculty must initial each date and sign below which indicate that these dates have been approved and faculty will be available.** If you want an earlier date than those listed, email Mary Ann Criss suggesting at least 3 dates and times that you and faculty members are considering.

<u>Choices</u>	<u>Day & Date</u>	<u>Time</u>	<u>Venue</u>	<u>Initials of two Faculty Members</u>
_____	Mon., Feb. 22	6 pm	RH	_____
_____	Mon., Feb. 22	6 pm	KCH	_____
_____	Mon., Feb. 22	8:15 pm	RH	_____
_____	Mon., Feb. 22	8:15 pm	KCH	_____
_____	Tues., Feb 23	6 pm	RH	_____
_____	Tues., Feb.23	8:15 pm	RH	_____
_____	Wed., Feb. 24	6 pm	RH	_____
_____	Wed., Feb. 24	6 pm	KCH	_____
_____	Wed., Feb. 24	8:15 pm	RH	_____
_____	Wed., Feb. 24	8:15 pm	KCH	_____
_____	Thurs., Feb. 25	6 pm	RH	_____
_____	Thurs., Feb. 25	6 pm	KCH	_____
_____	Thurs., Feb. 25	8:15 pm	RH	_____
_____	Thurs., Feb. 25	8:15 pm	KCH	_____
_____	Fri., Feb. 26	6 pm	RH	_____
_____	Fri., Feb. 26	8:15 pm	RH	_____
_____	Mon., March 1	6 pm	RH	_____
_____	Mon., March 1	6 pm	KCH	_____
_____	Mon., March 1	8:15 pm	RH	_____
_____	Tues., March 2	6 pm	RH	_____
_____	Tues., March 2	8:15 pm	RH	_____
_____	Tues., March 2	8:15 pm	KCH	_____
_____	Wed., March 3	6 pm	RH	_____
_____	Wed., March 3	6 pm	KCH	_____
_____	Wed., March 3	8:15 pm	RH	_____
_____	Wed., March 3	8:15 pm	KCH	_____
_____	Thurs., March 4	6:00 pm	RH	_____
_____	Thurs., March 4	6:00 pm	KCH	_____
_____	Thurs., March 4	8:15 pm	RH	_____
_____	Fri., March 5	6:00 pm	RH	_____
_____	Fri., March 5	6:00 pm	KCH	_____
_____	Fri., March 5	8:15 pm	RH	_____
_____	Fri., March 5	8:15 pm	KCH	_____

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<u>Choices</u>	<u>Day & Date</u>	<u>Time</u>	<u>Venue</u>	<u>Initials of two Faculty Members</u>
_____	Sun., March 7	12 pm	KCH	_____
_____	Sun., March 7	7:30 pm	KCH	_____
_____	Mon., March 8	6 pm	RH	_____
_____	Mon., March 8	6 pm	KCH	_____
_____	Mon., March 8	8:15 pm	RH	_____
_____	Mon., March 8	8:15 pm	KCH	_____
_____	Tues., March 9	6 pm	RH	_____
_____	Tues., March 9	6 pm	KCH	_____
_____	Tues., March 9	8:15 pm	RH	_____
_____	Tues., March 9	8:15 pm	KCH	_____
_____	Wed., March 10	6 pm	RH	_____
_____	Thurs., March 11	6 pm	RH	_____
_____	Thurs., March 11	6 pm	KCH	_____
_____	Thurs., March 11	8:15 pm	RH	_____
_____	Thurs., March 11	8:15 pm	KCH	_____
_____	Fri., March 12	6 pm	RH	_____
_____	Fri., March 12	6 pm	KCH	_____
_____	Fri., March 12	8:15 pm	RH	_____
_____	Fri., March 12	8:15 pm	KCH	_____
_____	Mon., March 22	6 pm	RH	_____
_____	Mon., March 22	6 pm	KCH	_____
_____	Mon., March 22	8:15 pm	RH	_____
_____	Mon., March 22	8:15 pm	KCH	_____
_____	Tues., March 23	6 pm	RH	_____
_____	Tues., March 23	8:15 pm	RH	_____
_____	Tues., March 23	8:15 pm	KCH	_____
_____	Wed., March 24	6 pm	KCH	_____
_____	Thurs., March 25	6 pm	RH	_____
_____	Thurs., March 25	8:15 pm	RH	_____
_____	Fri., March 26	6 pm	KCH	_____
_____	Sat., March 27	12 pm	RH	_____
_____	Sat., March 27	12 pm	KCH	_____
_____	Sat., March 27	3 pm	RH	_____
_____	Sat., March 27	3 pm	KCH	_____
_____	Sat., March 27	6 pm	RH	_____
_____	Sat., March 27	6 pm	KCH	_____
_____	Sat., March 27	8:15 pm	RH	_____
_____	Sat., March 27	8:15 pm	KCH	_____

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<u>Choices</u>	<u>Day & Date</u>	<u>Time</u>	<u>Venue</u>	<u>Initials of two Faculty Members</u>
_____	Sun., March 28	12 pm	RH	_____
_____	Sun., March 28	12 pm	KCH	_____
_____	Sun., March 28	3 pm	RH	_____
_____	Sun., March 28	3 pm	KCH	_____
_____	Sun., March 28	7:30 pm	RH	_____
_____	Sun., March 28	7:30 pm	KCH	_____
_____	Mon., March 29	6 pm	RH	_____
_____	Mon., March 29	8:15 pm	RH	_____
_____	Mon., March 29	8:15 pm	KCH	_____
_____	Tues., March 30	6 pm	RH	_____
_____	Tues., March 30	8:15 pm	RH	_____
_____	Wed., March 31	6 pm	RH	_____
_____	Wed., March 31	8:15 pm	RH	_____
_____	Wed., March 31	8:15 pm	KCH	_____
_____	Thurs., April 1	6 pm	RH	_____
_____	Thurs., April 1	6 pm	KCH	_____
_____	Thurs., April 1	8:15 pm	RH	_____
_____	Thurs., April 1	8:15 pm	KCH	_____
_____	Fri., April 2	6 pm	RH	_____
_____	Fri., April 2	6 pm	KCH	_____
_____	Fri., April 2	8:15 pm	RH	_____
_____	Fri., April 2	8:15 pm	KCH	_____
_____	Sat., April 3	12 pm	RH	_____
_____	Sat., April 3	12 pm	KCH	_____
_____	Sat., April 3	3 pm	RH	_____
_____	Sat., April 3	3 pm	KCH	_____
_____	Sat., April 3	6 pm	RH	_____
_____	Sat., April 3	6 pm	KCH	_____
_____	Sat., April 3	8:15 pm	RH	_____
_____	Sat., April 3	8:15 pm	KCH	_____
_____	Mon., April 5	6 pm	RH	_____
_____	Mon., April 5	8:15 pm	RH	_____
_____	Mon., April 5	8:15 pm	KCH	_____
_____	Tues., April 6	6 pm	RH	_____
_____	Tues., April 6	8:15	RH	_____
_____	Tues., April 6	8:15 pm	KCH	_____
_____	Wed., April 7	6 pm	KCH	_____
_____	Thurs., April 8	6 pm	RH	_____
_____	Thurs., April 8	8:15 pm	RH	_____
_____	Fri., April 9	6 pm	RH	_____
_____	Fri., April 9	8:15 pm	RH	_____
_____	Fri., April 9	8:15 pm	KCH	_____

PRINT YOUR NAME HERE: _____

<u>Choices</u>	<u>Day & Date</u>	<u>Time</u>	<u>Venue</u>	<u>Initials of two Faculty Members</u>
_____	Sat., April 10	6 pm	RH	_____
_____	Sun., April 11	12 pm	RH	_____
_____	Sun., April 11	7:30 pm	RH	_____
_____	Tues., April 13	6 pm	RH	_____
_____	Tues., April 13	8:15 pm	RH	_____
_____	Thurs., April 15	6 pm	RH	_____
_____	Thurs., April 15	8:15 pm	RH	_____
_____	Wed., April 21	6 pm	KCH	_____
_____	Fri., April 23	6 pm	RH	_____
_____	Fri., April 23	6 pm	KCH	_____
_____	Fri., April 23	8:15 pm	RH	_____
_____	Fri., April 23	8:15 pm	KCH	_____
_____	Sun., April 25	12 pm	RH	_____
_____	Sun., April 25	7:30 pm	RH	_____
_____	Mon., April 26	6 pm	KCH	_____
_____	Fri., April 30	6 pm	RH	_____
_____	Fri., April 30	8:15 pm	RH	_____
_____	Sat., May 1	12 pm	RH	_____
_____	Sun., May 2	12 pm	RH	_____
_____	Sun., May 2	7:30 pm	RH	_____
_____	Mon., May 3	6 pm	KCH	_____
_____	Tues., May 4	6 pm	KCH	_____
_____	Wed., May 5	6 pm	KCH	_____
_____	Thurs., May 6	6 pm	KCH	_____
_____	Sun., May 9	12 pm	RH	_____
_____	Sun., May 9	3 pm	RH	_____

NOTE: May 9 is MOTHER'S DAY

PRINT YOUR NAME HERE: _____

<u>Choices</u>	<u>Day & Date</u>	<u>Time</u>	<u>Venue</u>	<u>Initials of two Faculty Members</u>
_____	Mon., May 10	6 pm	RH	_____
_____	Tues., May 11	6 pm	RH	_____
_____	Tues., May 11	6 pm	KCH	_____

NOTE: Tuesday, May 11 is the last day of classes.

Faculty members acknowledge that by signing/initialing this form the dates, times and venues have been reviewed and approved and faculty are available for the dates and times selected. Faculty will receive a confirmation memo via TU email with the date and time approved for the student's recital.

STUDENTS NOTE: Remember if you are going to partner with a student whose performance area is different than yours, you must secure the signature of your instructor and your recital partner's instructor.

Dates, Times and Venue Approved:

Instructor's Signature

Date: _____

2nd faculty member's signature who will attend your recital

Date: _____

Student's Signature

Date: _____

Student: Print your name above

Email _____

For MUSA 399 (junior recital), MUSA 497 (senior recital BS Majors) and MUSA 498 (Senior Recital MUED Majors) students must indicate who they will pair with for their recital:

CHECK ONE BELOW:

- Graduate recital (Master's Performance Recital or Composition Recital)
- Graduate Project with a "recital" (Master's MUED)
- Post Bacc Certificate Recital
- Senior recital
- Junior recital

STUDENTS IN THE BS, BM AND MM (Performance only) PROGRAMS MUST FILL OUT THE EXIT SURVEY AND SUBMIT IT WITH THIS REQUEST FORM. THE EXIT FORM IS OPTIONAL FOR THE BS IN MUED MAJORS.