

## **PREPARING FOR YOUR UNDERGRADUATE DEGREE RECITAL – revised March 2024**

### **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 your advisor will forward it to [musicadvising@towson.edu](mailto:musicadvising@towson.edu). 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 last week October and the last week of March. 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 to all procedures and to all deadlines as indicated on the form.

### **IMPORTANT DEADLINES AND REMINDERS:**

**Programs:** You MUST use the template posted on the department’s website (<http://www.towson.edu/cofac/departments/music/resources/recitals/index.html>) 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 with accompanying documents (translations, program notes) to applied teacher. Applied teacher proofs program and requests edits from student. Student submits it to applied teacher again for final approval.

#### **3 weeks prior to recital:**

Applied teacher forwards the final proofed and approved program documents in electronic form (MS Word – NOT a PDF) to Karen Gempp ([kgempp@towson.edu](mailto:kgempp@towson.edu)), Phillip Collister ([pcollister@towson.edu](mailto:pcollister@towson.edu)), and Gretchen Carlson ([gcarlson@towson.edu](mailto:gcarlson@towson.edu)). Applied teacher copies student on email.

#### **2 weeks prior to recital:**

Final edits made and programs will be printed ten days to two weeks prior to recital.

**Technical & Stage Manager requests:** If you need technical assistance with your recital and/or wish to have your recital recorded or streamed, please complete the “*Technical Request Form*” (<http://www.towson.edu/cofac/departments/music/resources/recitals/technicalservices.html>). Requests must be made at least two (2) weeks prior to your recital. The department will provide a stage manager for all student recitals without cost if personnel are available. However, please fill out the “*Stage Manager Request Form*” (<http://www.towson.edu/cofac/departments/music/resources/recitals/stagemanager.html>) so that we can be properly prepared for 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 and/or recording must be by cash, submitted to Karen Gempp in the Department of Music Office (CA 3095). If you have questions, contact John Spivey at [jspivey@towson.edu](mailto:jspivey@towson.edu)

**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](mailto: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 – use display rails throughout the building. 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.**

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