FAU DEPARTMENT OF MUSIC STUDENT RECITAL REQUEST FORM

Student Name: ____________________________

Recital Approval: all signatures required below
  Applied Teacher: ____________________________
  Area Director: ____________________________

Location: Choose one
  □ University Theatre
  □ Other (indicate where) ____________________________
  (Students must clear alternative sites with Department of Music)

Equipment Needs
  How many pianos ________ If more than one, describe set-up
  ____________________________

  Other instruments (student is responsible for arranging all instrument needs)
  ____________________________
  ____________________________

  Number of stands/chairs required: ____________________________

Pre-Hearing Results (all faculty committee signatures must be included below)
  ____________________________
  ____________________________
  ____________________________
  ____________________________

Signatures of all persons involved in recital as applicable stating that they know dress rehearsal and recital dates:
  Area Head: ____________________________
  Applied Teacher: ____________________________
  Collaborative Pianist: ____________________________
  Other performers (list all names and include signatures)
  ____________________________
  ____________________________
  ____________________________

☐ $75 Recital Fee: Mrs. Ford in Commercial Music Office AH 111. Checks payable to FAU Foundation
☐ Recital Program approval
DEPARTMENT OF MUSIC  
STUDENT RECITALS  
GUIDELINES

**Repertoire and Length Requirements**  
Performance Concentration:  
Junior recital (30 minutes) must include works from two to three style periods. Senior recital (60 minutes) must include music from three style periods. Honors students may perform 70 minute recitals as approved by the area director.

Music Education: (30 minutes) must include works from two to three style periods.

**Scheduling**  
Students must submit the recital request form to the Music Office NO LATER than September 6, 2013 for Fall semester AND Spring semester. Several considerations are taken into account: type of recital, length of recital, instrumentation, repertoire, Department and faculty schedules, etc.

**Pre-Hearing**  
A pre-hearing must be scheduled no later than two weeks before the date of the recital. The student must submit a completed recital request form—approved by the applied instructor and area advisor—to the Music office no less than three weeks before the date of the recital. The area director will appoint a pre-hearing and recital director. This panel should be comprised of at least two full-time faculty and the student’s applied teacher. The panel may determine that the recital should be postponed. Students may ask their area director for assistance in scheduling the pre-hearing.

**Costs**  
All costs of the recital are solely the responsibility of the student; including the printing of all publicity materials, additional musicians, recording, and any other miscellaneous expenses that might occur. Piano tuning will be provided by the Department.

**Recording Services**  
All students are required to have their recital recorded for archival purposes by Recording Services (a division of Hoot Recordings). Confirmations of recital dates and times must be received in the commercial music office immediately after the successful recital pre-hearing. For further information please contact Fookloy Ford in the Commercial Music Office. Additional recording options (video, etc.) are the responsibility of the student. Recordings from outside sources cannot be submitted in lieu of the required archival recording.
Publicity
Students are responsible for developing their publicity materials. However, all such materials MUST be approved and proofed by the applied instructor, the student's advisor and the Department Chair. These materials must be approved no later than one week prior to the recital date. Any materials posted without approval will be taken down.

Programs
Students are responsible for developing their own programs and posters, BUT all such materials MUST be approved and proofread by the applied instructor, the student's advisor and the Department Chair. Students must use the approved departmental recital templates for the recital program. These materials must be approved by the Music Office no later than one week prior to the recital date.

Production Assistance
Students are responsible for arranging any required production assistance on stage during the recital (moving chairs or stands, moving the piano, etc.). Students should also arrange for a page-turner, if needed, for the pianist or other musical partner/s.