

## Planning Your Student Recital

*You must use this form to assist in preparing for a student recital.*

*Priority is given to Music Majors who are preparing a recital for their **degree-required Senior Project**.*

*Any additional forms referenced can be found on the Music Department website, under Student Resources.*

*Cone Chapel **does not support** live streaming or stage lighting. If these are desired, use Hudson, Rogers, or Smith.*

1. \_\_\_ **My recital is:**

- a. \_\_\_ For MUSC 495 (Senior Project)
- b. \_\_\_ Non-required

2. \_\_\_ **Select and Schedule Recital/Rehearsal Dates:**

*Note: No more than 2 music events may be held on one day and none at the same time.*

- a. \_\_\_ Meet with your applied lesson instructor and academic advisor as early in the academic year as possible to set your recital date. *Graduating Music Majors will have priority.* Recital dates will be available on a first-come, first-served basis.
- b. \_\_\_ Check available dates with the Music Department Administrative Program Coordinator in RMC 106 and complete the [Recital Scheduling Request Form](#) (found on the Music website).
- c. \_\_\_ *If you plan to have a reception, all arrangements are your responsibility, however, please also request space on your Request form for a reception space if you seek to have it in Rogers or Smith.*

3. \_\_\_ **Accompanist:**

- a. \_\_\_ Make sure your accompanist is available for BOTH your recital date and dress rehearsal date.
- b. \_\_\_ The student will pay a fee of \$75.00 to the accompanist for the dress rehearsal. This payment should be made directly to the accompanist before the recital date.

4. \_\_\_ **Publicity & Program** (See also Section 10 C. 1-4. page 9 in the [Music Student Handbook](#))

- a. \_\_\_ Program and poster design are the responsibility of the student. You can use the free graphic design tool [canva.com](#) for this purpose. Examples of previous senior recital posters and program templates are available upon request. Digital posters (RMC lobby, UC, Ford) require a landscape format, 1920x1080 or higher resolution.
- b. \_\_\_ Complete a [Publicity form](#) **4-6 weeks before** the recital to provide the material needed for publicity. This will ensure your recital is entered in on-campus event calendars, and Music Department social media pages.
- c. \_\_\_ Email the poster and program text to [mus-office@willamette.edu](mailto:mus-office@willamette.edu) **no later than three weeks** in advance of the recital date, or your poster *will not be considered*. Posters must be approved by the Music Office Staff in RMC 103.
  - For your poster to make it to all digital display boards, please make a landscape version. Your original poster could be landscape or portrait but some TV screens only support landscape images.
- d. \_\_\_ After the poster and program have been approved, send them to the University Print and Design Center. For degree-required recitals, the Department will pay up to **\$40.00** in *on-campus* printing costs, and will send the printing request for you.  
All other student recitals or off-campus printing is the *student's responsibility*.
- e. \_\_\_ Distributing posters is also the student's responsibility. The office staff can provide you with poster routes for on-campus and downtown Salem, however, you can select a few high-traffic locations rather than the full list to save on printing costs.

5. \_\_\_ **Stage set up:** Complete a [Student Stage Set-Up](#) Google form **no later than 4 weeks before the recital**. This form is linked on the Music Department website. The Music Department Technician will

contact you for further details. This form includes information about piano tuning.

6. \_\_\_\_ **Ushers:** The Music Department will provide ushers for **required** recitals **by request**. Students are responsible for arranging their own ushers.
7. \_\_\_\_ **Recording:** Any recitals by music majors or minors will be recorded **by default**. For any other recitals or an event that is not to be recorded, please notify the Music Department Technician, [David Collins](#).
8. \_\_\_\_ **Reception:** Any post-recital reception is your responsibility to arrange; however, you may request a location for the reception in your Recital Request form (see item 2(a)).
9. \_\_\_\_ **Evaluation Form:** For senior project recitals, you must obtain and fill out a Senior Project Evaluation Form from the [Music Department website](#). This form must be completed by your recital jury after your recital and turned in to your faculty advisor.
10. \_\_\_\_ **Cancellations – Date Change:** Should a cancellation or date change be necessary, any recital requiring Music Department technical support must be changed **at least three weeks prior** to the scheduled event date. Changes made less than three weeks prior to the new date *may not receive technical support*, i.e., no stage hands, lighting or sound personnel. Late changes will also not receive updated publicity. **Senior Project** recital dates cannot be changed except in cases of an emergency or serious illness. Students who find it necessary to reschedule required recitals must notify the Music Department Administrative Program Coordinator (RMC 106) of the change. The student’s instructor must notify the department chair of the cancellation.

#### **INFORMATION TO INCLUDE ON POSTER/PROGRAM:**

*All posters and programs for degree-related recitals must be approved by the applied lesson instructor.*

##### **Posters:**

1. Name of the recitalist(s) and accompanist
2. Type of recital...voice, flute, senior, junior, etc.
3. Month, day, year and time of recital
4. Location of recital, e.g. “Willamette University, Hudson Concert Hall”
5. All degree-related recitals must have the following information: “*Willamette University Department of Music Presents (your name and instrument or voice type)*” and type of recital (*Senior Recital, etc.*) at the top of the poster.
6. All posters for on-campus posting **must** include the following statement: “**For disability accommodation contact University Events [schedule-info@willamette.edu](mailto:schedule-info@willamette.edu) or 503-370-6997. For information regarding this event, contact [mus-office@willamette.edu](mailto:mus-office@willamette.edu) or 503-370-6255**”

##### **Program:**

All of the same information on the poster, plus:

1. Name of the accompanist
2. Names of pieces to be performed and the composer.
  - If there is more than one recitalist, indicate the performers for each selection
  - If there will be an intermission, state this at the appropriate place
3. Reception following if one is planned and location
4. Name of applied lesson instructor
5. A brief biography about the recitalist(s) including major, home town, ensemble membership, and other information of interest, if desired
6. People to thank, if desired
7. Translations, if needed
8. Required recitals must include: “*This recital is in partial fulfillment of the Bachelor of Arts in Music Degree*”

#### **SUGGESTED LOCATIONS FOR POSTERS:**

1. Academic buildings on campus, particularly RMC and FAE (3 posters).
2. For a complete list and map of on- and off-campus locations, pick up an on-campus [Poster Distribution](#) list or a [Downtown Distribution Map](#) at the Music Office.