

ANDREWS UNIVERSITY
Department of Music

Recital Protocol

Recitals are a very important part of all music students' experience. The following guidelines intend to assist students and music faculty in the process of planning and presenting recitals. Along with this document the *Howard Center Recital Agreement* also provides valuable information. The planning process is in the hands of the student, the applied instructor, and the music office. Degree recitals are considered by the Department as an academic requirement and, therefore, an official departmental activity. This document provides the necessary information; for the actual planning, please use the form *Recital Checklist*.

Audition

1. Audition should be scheduled to take place at least four weeks before the intended recital date.
2. Student must schedule his/her audition with the Music Department Secretary and with authorization of his/her applied instructor.
3. A formal copy of the program must be submitted at the time the audition is scheduled.
4. The audition and recital panel will be comprised of the applied music instructor, one more member of the applied area, and one more member of the faculty. The panel will be appointed by the applied instructor and/or the student advisor.
5. After audition has taken place, teacher must report a pass or fail in the *Recital Checklist* form and sign it.
6. If the student has passed his/her audition the audition process is complete, if not, then the audition process needs to be repeated.

Recital

1. After the audition process has been cleared, the student can go to the music office to schedule his/her recital date.
2. Recitals in HPAC require for the student to fill out a HPAC Recital Agreement. This form is available at the music office.
3. Rehearsal times for degree recitals at HPAC are limited to four hours for pianists and three hours for all others. Rehearsal times must be schedule through our music office. Please do not go directly to the Howard Center to schedule rehearsal times.
4. **Posters:** the Music Department will produce and post black ink and colored paper posters at no cost to you. Information for your poster needs to be turned in to the Music Office 3 weeks before your recital if you want the Music secretary to prepare your poster. If you want to have color pictures or color posters you can have them done at Litho Tech at your cost. If you are doing your own poster, you must have it approved by your applied instructor before you post it on campus. Students preparing recital under an adjunct faculty must get poster approved by their area coordinator.
5. **Programs:** turn in your complete program, approved by your instructor, in the correct order including any bio notes and program notes (1) week before your recital. The program must include the formal statements, required by the Department, that express the fulfillment of an academic requirement. You may also design and print your own programs. Programs may only be done on letter or legal size paper. If it is done on legal size paper, it may only be folded so the dimensions are 7" by 8½". The Department of Music will produce black ink and colored paper programs at no cost to you. However, if you want to have color ink programs produced at LithoTech you must pay for them yourself. Incidentally, you need to provide the Music Office with 60 copies of the program so that it can be included in the Department of Music Program Book. You must have all programs approved by your applied instructor before they are printed.
6. **Green Room:** this facility will be requested for degree recitals when the recital date has been secured.
7. **Reception:** a recital reception is the responsibility of the recitalist. Please make sure that you clean up the hall and lobby after your recital reception. Leave it neater than when you came. If there is any clean up on your behalf by those managing your venue, you will be charged for it.
8. **Dress:** appropriate and formal dress is expected for your recital, formal and modest in accord with institutional principles. For clarification please discuss this with your applied instructor or a faculty member of your choice.
9. **Decoration:** the Howard Center provides an atmosphere of quality and refinement and no major additional decoration is allowed. A floral arrangement is appropriate but for all degree and Departmental recitals the emphasis is placed on the quality of the performance.