

## Recital Guidelines

To schedule any recital, you must do the following:

1. Speak to your advisor or your main professor and decide if you are ready to do a recital.
2. Go to office 105F and pick up a Building Usage Request.
3. Talk to Lori and choose a date that you think would work for you.
4. Check with Dr. Davidian, your main professor, and your accompanist (if you need one). **You must have signatures from all of these people before you can put a recital on the calendar.**
5. Turn in your usage request, with signatures, to Lori.
6. Remember that you cannot always have the performance space of your choice for your recital. If you feel like you have to be in the auditorium or the theater, you need to check the availability of the space of your choice on your date.

## Junior Recitals

1. Make sure you get on the calendar as soon as possible. Junior recitals are usually held on Thursdays at 4:00 PM, and the available dates go very quickly.
2. Try to find someone else who wants to schedule a junior recital around the same time that you do. It makes it easier if you share a recital slot.
3. Talk to Lori and settle on a date that will work for you.
4. Fill out your building usage form, get your signatures (see #4 above), and get on the calendar.

## Senior Recitals

1. Senior recitals should be scheduled as far in advance as possible, in order to give everyone time to prepare. Whenever possible, senior recitals are scheduled on Fridays, at 7:30 PM.
2. Meet with your private instructor to decide when would be a good time to hold your recital.
3. Pick up a building usage request, and check the calendar for dates available around the time that you have chosen. Make sure to check the availability of the particular space where you would like to perform.
4. Piano majors, if you need a certain piano, please mention it when you are choosing a date, so that Lori can check and make sure the instrument you need is available. If it is already in place for something else, you will have to use a different instrument.

5. Get all of your signatures (see #4 in the first section), and turn in your building request.
6. You may schedule rehearsals in the space up until the time of your recital. Always check to see if the space is available beforehand.
7. Get with Johnny Fegan and Lori to schedule a tech rehearsal.
8. If you wish to have your recital recorded, you must speak to Johnny and to Dayle Cox ahead of time. Recordings must be paid for in advance.
9. If you are having a reception, get with Lori about how many tables you need. Students must provide their own table linens, punch bowl, serving platters, etc. Students are also responsible for making sure that the reception area is cleaned up after the recital. If not, a cleaning fee will be charged. Remember, **NO OPEN FLAMES (CANDLES, CHAFING DISHES, ETC.) ARE ALLOWED IN THE FINE ARTS BUILDING. NO EXCEPTIONS.**
10. On the day of your recital, you will have access to your dressing room and your performance space for as much of the afternoon as possible. If you wish to warm up on stage before your recital, please remember that it is our policy to open the house at 7:00 PM. You will need to be off stage before then.

#### Group Recitals

1. All organizations are encouraged to schedule their recitals as far in advance as possible. Organizational recitals will only be scheduled after all University and Department events are on the calendar. These events, and student recitals take precedence.
2. Fine Arts organizations can hold one recital in the Fine Arts Building for free. Any additional recitals or concerts are subject to University Organization rental fees.
3. After you have established a date for your organization's recital, fill out a building usage request form. It must include signatures from Dr. Davidian, your organization's advisor, and any accompanist that you will need. It must also include all technical needs (lighting, sound reinforcement, recording, pianos, etc.) If it is not included on the usage request, it will not be provided for the recital.
4. Because of the expense involved in holding a recital in the larger performance spaces, all organizational recitals will be held in the workshop theater. Any exceptions to this will only be made with the department head's prior approval.
5. If you will be holding a reception after the recital, you need to let Lori or Johnny know how many tables you will need and where you will need them positioned. You must provide your own table lines, punch bowls, serving platters, etc, and your organization is responsible for cleaning up the reception area afterwards. If not, a cleaning fee will be charged. Remember, **NO OPEN FLAMES (CANDLES, CHAFING DISHES, ETC.) ARE ALLOWED IN THE FINE ARTS BUILDING. NO EXCEPTIONS.**

6. Organizational sponsors must be present for every recital. They must stay until the audience members leave the building. The Department will provide a house manager, but the organization must pay the house manager's salary for the evening, unless that person has agreed to donate their time. Billing will be handled through the Business Manager's office.
7. Your organization must provide ushers if they are needed. The ushers will need to report to the house manager at least 15 minutes before the house opens.