

STUDENT RECITAL GUIDE

SCHEDULING

- Degree recitals in the Fall semester must be scheduled by March 1st the Spring semester of the previous academic year. Degree recitals in the Spring semester must be scheduled by November 1st the Fall semester of the current academic year.
- Non-degree recitals may be scheduled on September 1, of the current Fall semester's academic year and February 1, for Spring semester's current academic year.
- Consult the Master Calendar in the Music Office for available dates. You must clear dates and times with private instructor, accompanist, other participants, and family before securing your recital date on the calendar with Ms. Donna. Please note: **All recitals must be booked in person with Donna Guerra in the Music Office.**
- Recitals may not be scheduled on holiday weekends (Fall Break, Thanksgiving, MLK weekend, Spring Break, or Easter weekend), Study Day or during Final Exams.

FORMS

- Students must complete the **Application for Student Recital** form once the recital date has been selected. The form is available online at: <http://www.winthrop.edu/cvpa/MUSIC/default.aspx?id=16524>.
- The **Application for Student Recital** form must be completed and turned in to the Music Office on **the first official day of the semester** in advance of your recital. Your recital will be canceled if the form is not received by this deadline. **Sorry, no exceptions!**

RECITAL LENGTH

- A Half Recital should consist of no more than 25 minutes of music.
- A Full Recital should consist of no more than 50 minutes of music.
- Intermissions are not permitted.

REHEARSAL

- Rehearsals may be scheduled in person or via email to the Music Office for Barnes Recital Hall or Byrnes Auditorium.
Rehearsal time in Hall:
Half recital – 30 minutes: 1 hour
Full recital – undergraduate: 2 hours
Full recital – graduate: 4 hours
- **Rehearsals are limited to weekdays/nights ONLY and subject to availability.**

PROGRAMS

- Recital Programs must be emailed to Megan Fleagle, fleagem@winthrop.edu, eight (8) weeks before the recital in Microsoft Word format ONLY, (the program format can be found online at: <http://www.winthrop.edu/cvpa/MUSIC/default.aspx?id=16524>). If the program is not received by the deadline, not in the correct format, or incomplete upon the due date, programs will not be provided for the recital.
- Changes to the program may be made up to three (3) weeks prior to the recital. Any changes after the deadline will not be made.
- 50 programs will be supplied for a student recital and 100 programs for a joint recital.

- The Music Office will not provide program notes or translations. The typesetting, reproduction, and distribution of these are the responsibility of the student.

RECORDING/SET-UP

- The performer will receive one free mp3 recording of their recital.
- An mp3 will be emailed to you and your private instructor approximately two weeks after your recital is completed.

SET-UP

- A stage manager arrives 30 minutes prior to the recital to set the stage, open and close doors for performer. It is the performer's responsibility to provide someone to hand out programs and to turn pages for the accompanist.
- Any special set-up needs to be coordinated with the Stage Manager.

RECEPTIONS

- Receptions may be held in either the Recital Hall Greenroom or the Recital Hall Lobby. These spaces need to be reserved through the Music Office.
- Two tables will be provided to the performer and can be found in the Kitchen for set up. Tables must be returned to the Kitchen after the reception.
- It is the performer's responsibility to set/clean up for their reception. All food, beverages, and ice must be removed from the refrigerator.
- **Alcoholic beverages are prohibited.** Private catering companies are prohibited.

FEES/CANCELLATIONS

- A \$25.00 recital fee will be added to your student account when you submit your **Application for Student Recital** form.
- **Inadequate preparation or problems with assisting artists are not considered adequate reasons for cancellations.**
- **Students must personally cancel their recitals with the Music Office.** Cancellation requests are accepted from instructors only in the event that the student is physically unable to cancel. Student recitals cancelled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester within the Department of Music.
- Students may be assessed a fee for canceling a student recital.
- Students **must** understand that their accompanist has already been compensated for your rehearsal time. It will be your responsibility to personally compensate your accompanist for additional rehearsals and hearing time for the new recital date.