

FACULTY RECITAL GUIDE

- Degree recitals in the Fall semester may be scheduled beginning the Spring semester of the previous academic year. Degree recitals in the Spring semester may be scheduled beginning the Fall semester of the current academic year.
- **Non-degree recitals may be scheduled no earlier than September 1, for a fall recital or, February 1, for a spring semester recital.**
- Students will schedule a recital date using the **Recital Scheduling Approval Form**. The student, applied instructor, and accompanist will sign this form to indicate all are available for the dates selected. Students will return this form to Donna to secure this date.
- **8 weeks before the recital:**
 - The student will return the completed **Application for Student Recital**, to Megan. The applied instructor and accompanist will sign this form.
 - The applied committee chair will schedule the **Recital Hearing** with Donna.
 - The applied instructor will email the committee members the student's recital program for approval. The instructor will then email the approval to Megan.
- **3 weeks** before the recital the student will have his/her recital hearing. The applied committee chair will return the application form and comments to the Music Office immediately after the hearing.
- **2 weeks** after the recital, Jon Crochet will email the applied instructor and student an Mp3 recording of the recital. Please email and recording questions to Jon at crochetj@winthrop.edu.

CANCELLATIONS OF RECITAL:

- **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 the rehearsal time. It will be their responsibility to personally compensate the accompanist for additional rehearsals and hearing time for the new recital date.

Above are the procedures and responsibility of the Student/Faculty for a student recital. All forms will be found online. Students will no longer need to come to the Music Office to pick up Recital Forms. Failure of the students to adhere to the deadlines listed will result in cancellation of their recital.