

Student Name _____

Recital Date _____

Time _____

Performing Medium (voice type) _____

Location _____

Junior / Senior Recital Application (*check one*)

If this is a junior recital, successful continuance examination on _____

(continuance exam must be completed before a junior recital will be approved)

This form must be complete before recital date/time can be scheduled

Email _____ Phone _____

Class Year: _____ Degree: BA BM

Major: _____

Type of Recital: Full Half

• Is this recital required for graduation?
Yes No

Student has performed as a soloist on
Student Recital dates (*required*):

1) _____

2) _____

• Faculty Evaluator signatures

Required for:

- BM Performance • BM Church Music
- BM Music Ed

Faculty: By Signing this application you agree to the requested date, time and location.

1) teacher: _____

2) _____

3) _____

• Recording options (there is no charge for recording):

Audio Only

Audio/ Video

Audio/Video/Private Stream

Assistants' names (staff and students)/instrument/year • Assistants' teachers' signatures (*required*)

All teacher signatures must be in place before submission of form. Comp students have until the program due date. Signatures can be submitted on separate sheet or notated as having email signature.

• Complete program info to be submitted 2 weeks before performance date to barth@stolaf.edu •

• If using harpsichord or portativ organ (permission required):

_____ *name of assisting harpsichordist/organist* *signature* *date*

_____ *faculty in charge of harpsichord/portativ organ* *signature* *date*

• I have reviewed this application and support it *private instructor signature*

NOTE: there will be a \$100 rescheduling fee once application has been submitted. Exceptions will be granted for documented cases of medical emergency, or sudden illness/death of close family members, or the college closing for an emergency (ie. Bizzard). The Recital and Special Events Committee will be in charge of determining exceptions, and will handle any cases of financial hardship in conjunction with the Financial Aid Office. The Recital and Special Events Committee has been charged with deciding how the funds will be spent with an eye towards supporting equity for students giving degree recitals.

What You Need to do before your Junior or Senior Recital

- Consult with your teacher and read through the guidelines in the *Music Handbook*: www.stolaf.edu/depts/music/handbook.
- Check the master calendar in CHM 101 and r25 Room Reservation Webviewer for possible recital dates.
You may not add your recital to the calendar until the application for is competed and ready for submission.
- Talk or email Barbara Barth (x3568/barth@stolaf.edu) about possible conflicts, availability of space, reserving the reception room, and signing up for rehearsal times.
- Clear the date and time with all people involved—your performance studies teacher, recital assistants, relatives, etc.
- Confirm arrangements for recital assistants.
- Junior and Senior BM Music Ed, BM Performance and BM Church Music majors must list three faculty, your teacher and two others, who will be present to evaluate your recital. The faculty member should not sign the form before verifying the recital date.
- Complete the application form on the opposite side of this sheet, obtain the required signatures, and return it to the Music Office CHM 101. *Your recital will not be sceduled on the RS25 and the master calendar until you have completed the application, obtained all required signatures. Once time and date is set, any changes must be submitted in writing to the recital committee.*
- E-mail your program and program notes (.doc, .docx, or pdf) to Barbara Barth (email: barth@stolaf.edu) **at least TWO WEEKS prior** to the recital. You and your Teacher will each receive a proof. You are responsible for having programs copied at the St. Olaf Print Center (allow at least two business days).
- Supply three copies of your final program to the music office for the records/archive. **Drop the copies off personally...don't rely on the house manager to save extra copies.**
- There will be a calendar for second term recitals showing conflicts and room availability that you can sign up on when submitting your form. However, you may want to check the RS-25 to check general space availability.
- There are only 2 “Recital Saturdays” this year, March 16 and April 6