Your recital is an extremely important component to your overall academic experience in the School of Music. It is our desire that this event be successful and that all arrangements flow smoothly. In order to best facilitate communication and accommodate student and departmental needs, the following policies apply to scheduling student recitals.

**Recital Procedures:**
Students must register for either option:
1. Both applied music study and the recital
2. Junior standing, register for applied 3202 (lessons w/junior recital)

Students must obtain a Recital Packet from the School of Music office during the semester and submit a completed **Student Recital Request Form** (found in the packet) to Kelli Irwin at the School of Music office. Note: Make sure to consult with your applied instructor and all personnel performing on your recital before choosing a date.

In addition, **you must present proof of payment from Marketplace by providing your receipt to Kelli Irwin BEFORE we are able to reserve or book you a recital time**. (You can bring in a hard copy, forward the confirmation email, or scan and send a copy) **NOTE: THIS PAYMENT IS NON-REFUNDABLE, there are also no cancellation refunds.** (Charges and fees are covered in the recital packet)

Upon receipt of the Student Recital Request form and receipt of payment, the student’s recital date will be reserved in the School of Music calendar. At this point, the recital status is tentative and unconfirmed. Until the reserved date is confirmed, the time will be protected from other students’ recitals but may need to be rescheduled for a departmental or faculty recital. If desired, a dress rehearsal is scheduled once the recital date is confirmed.

**RECITAL HEARING/JURY RECITAL:**
A **successful recital hearing** must be completed at least **2 weeks prior** to the anticipated performance date. The hearing should consist of all music to be performed at the recital with the proper performance personnel. The recital jury committee will be comprised of:
1. The applied instructor
2. Faculty members selected by the applied instructor or
3. Faculty member selected by the Graduate Advisor, as appropriate to the degree and applied area

Only after passing the **recital hearing/jury recital**, and submitting the completed and approved **Student Recital Jury Report** (found in the Recital Packet), will Kelli be able to change your Student Recital from **tentative to firm** as well as have it added to the School of Music Performance Calendar and University calendar, Localist.
In addition to the above mentioned forms, the Program Recital Form must be turned in or emailed to Patricia Duran in person or at patriciaduran@shsu.edu. And the Technical Needs Form and the Video Record Permission Form (if applicable) must be turned in directly to Dr. Patrick. His office is located in the PAC, room 158. These forms must be sent a MINIMUM of 2 weeks or 10 Business Days prior to Recital.

**STUDENT RECITAL FORMS:** The below is a list of the required forms in the recital packet along with the due dates.

- Print out or email of Marketplace Student Recital Payment confirmation (due before scheduling)
- Student Recital Request Form (due before scheduling)
- Student Recital Jury Report (due a minimum of two weeks before recital date)
- Student Recital Program Form (due a minimum of two weeks before recital date)
- Student Recital Technical Needs Form (due a minimum of two weeks before recital date)
- External Video Recording Permission Form (if applicable, due a minimum of two weeks before recital date)

**IMPORTANT NOTE:** If you do not turn in the required forms to each appropriate contact by the required deadline, this could result in: no programs, no concert attendance workers, and no recording engineers at your recital! All deadlines must be met, no exceptions. Additionally, Kelli Irwin and Patricia Duran must be made aware a minimum of two weeks in advance of any cancellations for recitals. Please note, there are no cancellation refunds.

**Standard Recital Scheduling Times:**
These are the standard times for recitals:
- 11:30am
- 1:30pm
- 3:30pm
- 5:30pm
- 7:30pm

**NEW!! Localist:**
Once payment has been completed and your recital has been scheduled, if you would like to have a brief BIO and picture of yourself added to the University Calendar for your student recital, please send a low resolution picture to Lorenzo Johnson Jr. ljdk016@shsu.edu along with your bio and we will update the Localist Calendar with this information.

**Recital Reception Order Form:**
Kindly note that Sigma Alpha Iota does offer reception packages. If you are interested, please notify the front desk and they will be able to provide you with a Sigma Alpha Iota Reception order form.