Student Recital Instructions

🎵 The complete student recital administrative fee of $50 must be paid in Marketplace before the scheduling of your recital can occur. THIS PAYMENT IS NON-REFUNDABLE and there are no cancellation refunds.

🎵 You must set up a student recital date and jury recital date with your instructor. You can check on the availability of the Recital Hall by viewing printed calendar located in the School of Music Office at the front desk. After choosing your date, you must provide Kelli with the completed Student Recital Request Form.

🎵 After passing the Jury Recital, turn in the signed and dated Student Recital Jury Report to Kelli/School of Music Office.

Only after we have received the recital payment verification, the Student Recital Request Form, and the Student Recital Jury Report will we be able to reserve you a recital and dress rehearsal. All recitals must be scheduled a minimum of 4 weeks prior to the recital request date.

The Program Recital Form must be emailed to Patricia Duran, the Technical Needs Form and the Video Record Permission Form (if applicable) must be turned in directly to Dr. Patrick. IMPORTANT: These must be sent a MINIMUM of 2 weeks prior to your recital. If you do not turn in the required forms to each appropriate contact by the required deadlines, this could result in: no programs, no concert attendance workers, and no recording engineers at your recital!

IMPORTANT NOTE: All degreed recitals must be performed on campus, any exceptions to this must first be approved by the director prior to scheduling.

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

Recital Reception Order Form:
Kindly note that Sigma Alpha Iota offers 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.
Student Recital Charges and Fees

Student Recital Administrative Fee:

All student recitals must be paid for in advance. The Student Recital Request Form must be turned in before your recital will be scheduled. **The recital fee is $50. To pay this fee, go the School of Music Store → Merchandise → and click on the Recital Fee.** Once the recital payment is completed, a notification will be sent to the office through Touchnet Marketplace.

Change of Date Request: (additional)

**There is an additional $30 charge for any recital date change request.** To pay this fee, go the School of Music Store → Merchandise → and click on the Recital Date Change Fee Product. Once the change of date payment is completed a notification will be sent to the office through Touchnet Marketplace.

Cancellations: (no refunds)

If a date has already been scheduled for your recital and it is later determined that you want to move the recital to either a new time, a new date, to the next semester, or if you are wanting to cancel, note that there are **no refunds. Kelli Irwin and Patricia Duran must be made aware two weeks in advance of any cancellations for recitals.**
# Student Recital Request Form

**Deliver to: Kelli Irwin at the school of Music Office.**

<table>
<thead>
<tr>
<th>Student name:</th>
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<tbody>
<tr>
<td>Student ID:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
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<tr>
<td>Email:</td>
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<tr>
<td>Applied Instructor:</td>
<td></td>
</tr>
<tr>
<td>Instrument/Voice Type:</td>
<td></td>
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</tbody>
</table>

### CHECK ALL THAT APPLY:

- **Recital Type**: (check box)
  - Degreed
  - Non-Degreed
  - half hour
  - full hour

- **Collaborative, Joint or Single**:  
  - Collaborative Piano Degree
  - Joint Recital
  - Single Recital

- **Undergraduate Degree**:  
  - XXXX 3202
  - MUSI 4117 Recital

- **Graduate Degree**:  
  - MUSI 6181
  - MUSI 6182
  - MUSI 6183

### If Joint Recital, complete the blanks below:

- Name of other performer: ____________________________
- Instrument/Voice Type: ____________________________
- If degreed, are other performers receiving credit for this recital?  
  - YES  
  - NO

### Requested Dates:

- Recital Request Date: _____________________________  
  - Time: _____________________________
- Dress Rehearsal Date: _____________________________  
  - Time: _____________________________

### Signatures:

- Student Signature: _____________________________  
  - Date: _____________________________
- Instructor Signature: _____________________________  
  - Date: _____________________________

---

For office use only:  
Date Submitted: _____________  
Initials: _____________

Last Revised: April 2020  
Fall 2020 Recital Packet 3
### Student Recital Jury Report

*Deliver to: Kelli Irwin at the school of Music Office.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Today's Date:</td>
<td></td>
</tr>
<tr>
<td>Recital Date and Time:</td>
<td></td>
</tr>
<tr>
<td>Student name:</td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td></td>
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<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Applied Instructor:</td>
<td></td>
</tr>
<tr>
<td>Instrument/Voice Type:</td>
<td></td>
</tr>
</tbody>
</table>

**Recital Type: (check box)**
- [ ] Degreed
- [ ] Non-Degreed

**CHECK ALL THAT APPLY:**
- **Recital Time Length:**
  - [ ] half hour
  - [ ] full hour
- **Collaborative, Joint or Single:**
  - [ ] Collaborative Piano Degree
  - [ ] Joint Recital
  - [ ] Single Recital
- **Undergraduate Degree:**
  - [ ] XXXX 3202
  - [ ] MUSI 4117 Recital
- **Graduate Degree:**
  - [ ] MUSI 6181
  - [ ] MUSI 6182
  - [ ] MUSI 6183

**Has Student Passed Jury?**
- [ ] YES
- [ ] NO

**Recital Committee Signatures:**

<table>
<thead>
<tr>
<th>JUROR PRINTED NAME:</th>
<th>JUROR SIGNATURE:</th>
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Last Revised: April 2020
STUDENT RECITAL PROGRAM FORM

This document may be downloaded from SHSU School of Music website.

NOTE: It is extremely important you email your complete program information A MINIMUM OF 10 BUSINESS DAYS PRIOR TO YOUR RECITAL. Failure to do so will result in a generic program with no music listing at your performance. Email this info to Patricia Duran at: PatriciaDuran@shsu.edu

Name (as it will appear on program): ____________________________________________

Instrument/Voice type: ______________________________________________________

Piano accompanist: _________________________________________________________

Applied instructor: _________________________________________________________

Additional performers: please list additional performers on the pieces in which they are performing

Recital Details: Date: ____________ Time: ______________ Location: ____________

Number of programs requested (if more than 40): ________

Type of Recital (circle one): Undergraduate (bachelor’s degree)  Graduate (master’s degree)

PROGRAM INFORMATION

Each piece should follow the format below and include COMPLETE TITLE (include composition date, opus number, catalog number if applicable), movement names, composer name, and composer years:

Piece Name (include opus number or date of composition) Composer Full Name
* Movement name or tempo designation (birth year - death year)
* Movement II name or tempo designation

Musician, instrument

Include Pause or Intermission where applicable.

Pause: 5 minutes or less, small break for set-up, audience stays seated
Intermission: 10-15 minutes, longer break where audience can get up, use restroom, etc.

A proof (draft) will be emailed to you for review a few days before your recital, after which they are printed. Your programs will then be delivered by the School of Music to the GPAC box office for distribution at your recital.

Note: Program notes/bios (when desired) are not included in student recital programs. It is the student’s responsibility to create/format/print program notes separately.
Gaertner Performing Arts Center
Student Recital Technical Form

The "Technical Needs Form" must be submitted at least two weeks before your performance. If it is not, the help that the Technical Crew can offer will be limited. After submitting your form, you need to set up a meeting with Dr. Patrick to discuss all the details of your Recital/Concert. This will include discussing your program, if there are any set changes (stands/chairs moving), if you have certain needs for audio/video playback and in what format you need to have them ready, etc.

Please note that we do still offer a video recording of your recital upon request. In addition, we are offering another option, if you choose not to have the School of Music video record your performance you must sign the following form and turn it into Dr. Patrick one day before or the Friday before noon for weekend performances. If you have not turned in the form, or if you did not ask for the School of Music to record, you will not have a video recording of your performance.

This form is to be turned in at least TWO WEEKS before your recital. If it is not, the help that the Technical Crew can offer will be limited.

You need to set up a meeting with Dr. Patrick at least ONE WEEK prior to your recital/any details. This will include discussing your program, stage set changes, and any other details to help make your recital a success.

Fill out this paper form and turn it in to Dr. Patrick in person. To arrange a meeting time, send an email to jpatrick@shsu.edu.

If you have not properly reserved the room, this form will not be honored.
Please make sure you have the room booked and confirmed.

Have you reserved the space with Kelli Irwin in the Music Office? ______

<table>
<thead>
<tr>
<th>Name(s)</th>
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<tbody>
<tr>
<td>Performance Venue</td>
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<tr>
<td>Recital Hall Other (specify)</td>
</tr>
<tr>
<td>Performance Date and Time</td>
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<tr>
<td>Performance Type</td>
</tr>
<tr>
<td>Solo Chamber Shared Other (specify)</td>
</tr>
<tr>
<td>Lesson Instructor(s)</td>
</tr>
<tr>
<td>Email(s) and Phone Number(s)</td>
</tr>
<tr>
<td>Rehearsal Date(s) and Time(s)</td>
</tr>
<tr>
<td>and Time(s) in Performance Venue</td>
</tr>
</tbody>
</table>

Last Revised: April 2020  Fall 2020 Recital Packet
Name(s)  

Performance Date and Time  

<table>
<thead>
<tr>
<th>Equipment Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Chairs</td>
</tr>
<tr>
<td>Piano: A</td>
</tr>
<tr>
<td>Harpsichord</td>
</tr>
</tbody>
</table>

Do you plan to use Sound Reinforcement? Yes _____ No _____

Describe in detail on a separate sheet.

Do you have Media Playback? Yes _____ No _____

Type: Audio Only _____ Video Only _____ Audio & Video _____

Media: CD _____ DVD _____ Other: (specify) ____________

Note: Use of the Recital Hall projector will result in less than optimal recordings

All Media must be provided 24-hours in advance for testing to ensure proper operation. (Thursday at Noon for Saturday, Sunday, and Monday recitals/concerts)

Other Technical Needs:

Stage Plot (if more than two setups, attach a separate sheet with stage plots)

<table>
<thead>
<tr>
<th>Setup 1</th>
<th>Setup 2</th>
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</thead>
</table>

Do you want to use your own Video Recording Device? Yes _____ No _____

If yes, a Video Recording Form is required with this form.

Unedited audio recordings are currently available on CD immediately after the recital. Do you want a copy? Yes _____ No _____

Performer Signature (s)  

Music Technical Coordinator Approval Signature  

Last Revised: April 2020  

Fall 2020 Recital Packet
Gaertner Performing Arts Center
External Video Recording
Permission Form

Deliver to: Dr. Patrick in the PAC

I, ________________________, hereby certify that I take full responsibility for the video I am recording on the _____ day of __________. I confirm that I will not infringe upon Copyright Laws, by serial copying nor by reproducing this video with intent to distribute, including, but not limited to, livestreaming. (You can view all of the Copyright Laws here: http://www.copyright.gov/title17/). If you choose to livestream your event, you may not indicate in any manner that you are a representative of Sam Houston State University or the School of Music and take full responsibilities for securing the proper licensing.

We, the School of Music at Sam Houston State University, hereby give you, __________________________, permission to video and claim ownership to this recording.

<table>
<thead>
<tr>
<th>Printed Performer Name</th>
<th>Event Date/Time</th>
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<table>
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<tr>
<th>Performer Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>School of Music Director or Music Technical Coordinator Signature</th>
<th>Date</th>
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</table>

Form is not valid without School of Music Director or Music Technical Coordinator’s Signature
ADDENDUM FOR FALL 2020 STUDENT RECITAL AUDIENCE/ATTENDANCE

Limited audience for recital attendance: Audiences for student recitals will be limited to fifteen (15) total invited guests consisting of immediately family and close friends only, and your applied teacher. You should provide your guest with a paperless invitation which will be shown at the door for entry.

All guests are expected to follow university safety protocols, including minding social distancing and wearing face coverings while on campus. There are a number of free online electronic invitation websites through which you can send your invitations.

All recitals will be recorded for students to watch later for concert attendance. In addition, a final list of invited guests must be submitted to the Music Office at somrecitalguests@shsu.edu at least 24 hours before your recital. Failure to provide a list to the office will result in your final grade being withheld.

Receptions will not be permitted.