

Follow the procedures below to submit the program (and program notes, as applicable) required for your degree recital. First, read the instructions carefully. Then, scroll down to find your major(s). Carefully read and follow any and all additional directions under your major. If you are a junior, read the notes about shared junior recitals. **If you have specific questions about your recital requirements, contact the head of your program.**

### **INSTRUCTIONS FOR ALL RECITALISTS**

1. Open the attached template that corresponds to your major. Music Education majors: open the attachment that corresponds to your instrument/voice. A sample program (highlighted in yellow) is provided on the right-hand side of each template for your reference.
2. Replace all of the black type on the left-hand side with the indicated information as it pertains to your recital. Use the titles, songs, movements and guest artists highlighted in yellow as a guide.
3. Replace the red type in the same column with the durations of each whole piece or set (not individual movements), the duration of the intermission (if there is one), and the total duration of the recital.
4. Move the intermission (if applicable) to the appropriate place in your program, or delete it if you will not have one.
5. If you have other performers on your program, be sure to use full names and to indicate instruments/voice parts. Make a list; we will format the program in the office.
6. Fill out only one half of the template. It is fine if your information flows over to the next column.
7. Do not change the font type or size to make all of the text fit on one side of one page. The programs will be double-sided with ample room for longer recitals. Final editing and formatting will take place in the Music Conservatory Office prior to printing.
8. **Double-check your work for typos, spelling errors, and correct dates.**
9. Save the final version with your full name as part of the file, i.e. JaneSmithRecital.doc.
10. Attach both your saved program and a DUPLICATION-READY Microsoft Word document or PDF of your program notes (if applicable) to a new email with your name in the subject line, i.e. "Jane Smith's program and program notes." A PDF is acceptable for the program notes ONLY. Please note that if your degree does not require program notes, you may not submit program notes with your completed recital program.
11. Email your completed program and program notes to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu).
12. **Send your completed program and program notes as soon as possible, but no later than ten business days before your recital. If you do not return your completed program and program notes ten business days before your recital, your recital will be cancelled. A \$100 fine will then be charged to reschedule your recital.**

### **PROGRAM APPROVAL INSTRUCTIONS BY MAJOR**

#### COMPOSITION

Students must submit both program repertoire and program notes to Stacy Garrop by email [sgarrop@roosevelt.edu](mailto:sgarrop@roosevelt.edu) for approval. Dr. Garrop will email the student in reply with either an approval or suggested changes. Once final approval is received by email from Dr. Garrop, the student must forward that message to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) with the approved program template and duplication-ready program notes attached. Final, approved programs and program notes must be sent no later than ten business days before the date of the recital.

#### GUITAR PERFORMANCE

Students must send completed program templates to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) after Denis Azabagic has approved the program repertoire in conference with the student. Final, approved programs must be sent no later than ten business days before the date of the recital.

#### MUSIC EDUCATION

Students must receive approval for program repertoire ONLY as outlined under the policies of that major, i.e. Music Education majors performing a voice recital must follow procedures as specified for repertoire for Voice Performance majors. The repertoire for the conducting portion of the recital will be approved by Wesley Brewer in conference with the student. In addition, students must submit a copy of the program notes to Dr. Brewer for a signature of approval at least 20 days in advance of the recital date. The approved, duplication-ready program notes and approved program are both due to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) no later than ten business days before the date of the recital. **Note:** if students would like to apply for Performance Attendance credit for performing on the conducting portion of a degree recital, the requests must be completed 60 days in advance of

the recital date, and are available from the Music Conservatory Office. The recitalist is responsible for informing student players that they may apply for Performance Attendance credit.

#### JAZZ STUDIES

Students must submit a hard copy of the program repertoire to Scott Mason for a signature of approval. Students must then submit the signed hard copy to the Music Conservatory Office and a completed program template by email to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) no later than ten business days before the date of the recital.

#### ORCHESTRAL INSTRUMENT PERFORMANCE

Student's applied teacher (and program head, as applicable) will determine the repertoire of the recital program in alignment with guidelines as they are published in the Music Conservatory Handbook. Final, approved programs must be sent by email to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) no later than ten business days before the date of the recital. Percussion students in the Master of Music in Percussion Performance program who have opted to play a professional audition in lieu of a recital do not need to submit a program; instead, student will provide a list of excerpts to the faculty panel, due to the Music Conservatory Office at least ten business days before the date of the audition.

#### ORCHESTRAL STUDIES

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#### PIANO PERFORMANCE

Students must submit a copy of the program repertoire as determined by the applied teacher to Winston Choi by email [wchoi@roosevelt.edu](mailto:wchoi@roosevelt.edu) for approval. Dr. Choi will email the student in reply. Once final approval is received by email from Dr. Choi, the student must forward that message to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) with the completed program template attached. Final, approved programs must be sent no later than ten business days before the date of the recital.

#### VOICE PERFORMANCE

Students must submit both program repertoire and program notes to their applied voice teacher for approval. The teacher will email the student in reply with either an approval or suggested changes. Once final approval is received by email from the applied teacher, the student must forward that message to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) with the completed program template and duplication-ready program notes attached. Final, approved programs and duplication-ready program notes must be sent no later than ten business days before the date of the recital.

#### **INSTRUCTIONS FOR SHARED JUNIOR RECITALS**

If you will perform a shared junior recital, please meet with your co-recitalist after your program has been approved, but PRIOR to submitting any materials to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) to discuss how you will split up the concert. When you have decided on a format, follow the basic template for your major (or respective templates if performing a mixed-instrument recital, e.g. voice and violin).

You have two options for splitting up the time:

1. The recital can be in two blocks: Recitalist One – Intermission – Recitalist Two OR
2. The recitalists can alternate: Recitalist One – Two – One – Two, etc.

In the case of the latter, you must indicate which recitalist will perform each selection. This can be done under the piece title, in the area normally reserved for guest artists.

The two recitalists should submit ONE completed template to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) no later than ten business days before the date of the recital. Do not send two separate templates – send one completed, approved program template showing the order of the pieces as they will be performed.

Please stop by AUD 926 or send an email to [studentrecitalprograms@roosevelt.edu](mailto:studentrecitalprograms@roosevelt.edu) if you have questions. We're happy to help you!