

RECITAL CHECKLIST AND DEADLINES

- Discuss potential dates with your instructor and other participating musicians. Determine at least three (3) possible recital dates and times that correspond to the degree you are pursuing (see below), and list them in order of preference on the Recital Approval Form. Your recital will be scheduled in Chandler Recital Hall unless extenuating circumstances require an alternate venue, which must be approved by the School of Music.
 - **BM sophomore instrumental performance, BM junior vocal performance, BM composition, and BME senior recitals:** Half hour recitals; must be scheduled at 3:45-4:15pm or 4:30-5:00pm Mondays and Fridays
 - **BM performance senior and graduate recitals:** Full hour recitals; 7:30pm Monday-Thursday or 3:00pm Sundays
 - Note: Dress rehearsals must be reserved separately through Susan Vosler in the Music Office and are subject to the availability of the venue.

- With your applied instructor, select a Recital Approval Hearing Date from the list on the Student Degree Recitals webpage <https://www.odu.edu/music/students/student-degree-recitals>.

- At least 14 days prior to your recital approval date, submit your completed Recital Approval Form with a check for \$150 payable to Old Dominion University and turn in your form to the School of Music Office Manager, Trina Hawkins, 2123 Diehn Center for the Performing Arts. Note: missing this deadline will incur an additional \$25 late fee.
 - Be sure to include your program information with your Recital Approval Form. (See form for detailed instructions.)

- Once your form has been accepted, you will be assigned your recital date by the Music Office.

- All recitals require grading by a Recital Committee. In addition to the applied instructor, you must have three (3) full-time faculty members on your recital committee. All recital committee members must be from your area (either voice or instrumental). Keyboardists must have at least two (2) keyboard faculty as committee members. Composition majors should choose committee members based on your composition repertoire. After you receive confirmation of your recital date, it is your responsibility to form your recital committee. See the Recital Committee Form on page 5 for details.

- If you wish to have a reception, you must inform the School of Music Office and contact Aramark, the campus catering office (757-683-3342). In addition to the catering fee charged by Aramark, there will be an additional \$60 clean-up fee to be paid to the School of Music Office.
 - The \$60 clean-up fee may be paid in cash or by check (payable to Old Dominion University). Credit card payments cannot be accepted.
 - Any catering fees (excluding the clean-up fee) must be paid directly to Aramark.
 - If you choose to have a reception and do not tell us, a hold will be placed on your account until the \$60 clean-up fee is paid.

- You are required to find one (1) usher whose responsibility will be to distribute programs at the door and to instruct late-comers to wait for applause before entering the hall.

- In the event that you need to cancel your Recital Approval, you must speak with Trina Hawkins in the Music Office. Depending on the circumstance, we will determine whether your fee can be applied to your next Recital Approval. DO NOT assume that your fee will automatically be transferred over.



**OLD DOMINION
UNIVERSITY**

**F. Ludwig Diehn
School of Music**

Recital Approval Form

Please list your top three (3) choices for recital date and time in order of preference:

Recital Date	Time	Venue
1		
2		
3		

Recital Approval Date: _____

Please type all of the information below. This form can be filled out electronically and printed.

Last Name: _____ Full First Name: _____

Phone Number: (_____) _____ (Cell; Home; Other)

E-mail Address: _____

Applied Lesson Number (MUSA): _____

Name of Applied Music Instructor: _____

Type of Recital (voice, piano, violin, tuba, etc.): _____

One Usher: Name _____ Phone _____ Email: _____

<u>Degree Emphasis and Recital Level</u>	
___ Bachelor of Music sophomore instrumental	___ Bachelor of Music Education senior
___ Bachelor of Music junior vocal	___ Bachelor of Music senior
___ Bachelor of Music composition	___ Master of Music Education (graduate)

Please list all who are performing in your recital (accompanists and all other collaborators), and have each individual sign acknowledging their commitment to participating in your recital.

Name	Instrument(s)	Signature

Special Production Requests

Please indicate below if you need any of the following equipment and the number needed:

- Grand pianos (maximum 2) – number needed: _____
- Music stands (maximum 15) – number needed: _____
- Chairs (maximum 15) – number needed: _____

- Audio needs beyond standard recording. Describe below:

Program Information

Provide the information below on a separate page and email a copy (PDF or MS Word) to music@odu.edu with the subject "Recital Approval."

This information must be approved and signed by your applied teacher.

Timing - List the exact minutes and seconds of each movement, as well as the total recital time.

Title – If the work has more than one movement, indicate the number and titles or tempo markings of each movement you are playing. If from a larger work such as an opera or oratorio, indicate the title of the larger work as well as the individual song. If a recitative or aria, indicate this as well.

Composer – Complete the first and last names of the composer, as well as the birth and death dates. If composer is still living, indicate birth year only (*for example* - b.1943). If an arrangement/transcription, indicate "arr." or "trans." before the full name.

Translations – Vocalists need to include all translations on a separate sheet typed in 12pt, Times New Roman font. Translations should also be submitted electronically in Word doc format via email to music@odu.edu.

For example:

(3:20)	Chanson et Passepied Op. 16	Jeanine Rueff (1922-1999)
	<i>John Doe, Saxophone</i>	
(5:57)	Brilliance	Ida Gotkovsky (b.1933)
(1:36)	I. Declame	
(1:43)	II. Desinvolte	
(2:38)	III. Dolcissimo	
(2:31)	Syrinx	Claude Debussy (1862-1918) trans. Jean-Marie Londeix
(5:57)	Una voce poco fa from <i>Il barbiere di Sivilia</i>	Gioachino Rossini (1792-1868)
Total Time: (17:45)		

By signing below, be it pen or electronically, you attest to your submitted information being correct and that you fully understand the approval requirements and your responsibilities. Students are reminded of the University's Honor Code.

Student Signature: _____

Date: _____ / _____ / _____

Applied Teacher Signature: _____

Date: _____ / _____ / _____

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Recital Committee Form

AFTER your recital date has been confirmed, it is your responsibility to form your Recital Committee by completing this form and **bringing it to your recital hearing**.

All recitals require grading by a Recital Committee. In addition to the applied instructor, you must have three (3) full-time faculty members on your recital committee. All recital committee members must be from your area (either voice or instrumental). Keyboardists must have at least two (2) keyboard faculty as committee members. Composition majors should choose committee members based on your composition repertoire.

Student Name: _____ UIN: _____
(First) (Last)

Recital Date: _____ Location: _____ Time: _____

Type of Recital (voice, piano, violin, tuba, etc.): _____

Name of Applied Music Instructor: _____

<u>Degree Emphasis and Recital Level</u>	
<input type="checkbox"/> Bachelor of Music sophomore instrumental	<input type="checkbox"/> Bachelor of Music Education senior
<input type="checkbox"/> Bachelor of Music junior vocal	<input type="checkbox"/> Bachelor of Music senior
<input type="checkbox"/> Bachelor of Music composition	<input type="checkbox"/> Master of Music Education (graduate)

Recital Committee Confirmation

We, the undersigned, have agreed to serve on the Committee for the above recital.

Faculty Member #1 Name: _____

Signature: _____

Faculty Member #2 Name: _____

Signature: _____

Faculty Member #3 Name: _____

Signature: _____

By signing below, be it pen or electronically, you attest to your submitted information being correct. Students are reminded of the University's Honor Code.

Student Signature: _____ **Date:** _____ / _____ / _____

Applied Instructor Signature: _____ **Date:** _____ / _____ / _____