Please read the following information to prepare and schedule your recital.

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Degree vs. Studio Recital

The Bachelor of Music in Performance, the Bachelor of Music in Composition, and the Master of Music degree programs require recitals as partial fulfillment of the degree requirements. All other students requesting a recital are scheduled as a studio/non-degree recital. Please note the different procedures below and requirements throughout the packet.

Procedures

Degree Recitals

1. Turn in Recital Request form with receipt of payment to PAC 263
2. Schedule recital hearing with applied instructor and committee
3. Email recital program and formatted translations to Patty Mahboobzadeh
4. Turn in Recital Hearing Approval Form to PAC 263
5. Approve draft of recital program and translations
6. Turn in a Recital Completion Form to PAC 263
7. Pick up recital recording from main music office

Studio/Non-Degree Recitals

1. Turn in Recital Request form with receipt of payment to PAC 263
2. Email recital program and formatted translations to Patty Mahboobzadeh
3. Approve draft of recital program and translations
4. Pick up recital recording from main music office

Procedure Details

Recital Request Form

To schedule a recital students must submit a Recital Request Form (pg. 5) with the receipt of payment. (See Recital Fees for details) The form is to be submitted to the program coordinator office, PAC 263, and left in the wall folder marked “Recital Forms.”

The Recital Request Form must be fully completed with all signatures before the form will be accepted. Composition students may turn in a form without full participant signatures to reserve a date. Compositions students will be required to turn in an additional request form to verify their participants. Composition students must also complete a tech form supplied by the composition area and turn it into David Saxton, PA 261.

Form Details

- Three or more preferred dates with specific room and time
- Signature of all participants and accompanist (see above for composition students)
- Applied Instructor Signature
- Area Coordinator Signature
- Attached Receipt of Payment (See Recital Fees for details)
Recital Hearing

A recital hearing is mandatory for all junior, senior and graduate recitals. Studio recitals may be required to complete a recital hearing at the discretion of the applied instructor. Recital hearings are to take place no later than two weeks before the reserved recital date. Students are responsible for scheduling their recital hearing based on the availability of their applied instructor and area coordinator. Students should use the virtual EMS tool events.wwu.edu/VirtualEMS/ to determine room availability and to schedule their hearing. Following a successful hearing, students are required to turn in a Recital Hearing Approval Form (pg. 6) to the program coordinator office, PAC 263 and left in the wall folder marked “Recital Forms.”

Recital Fees

Junior, Graduate, Studio Recitals

A $40.00 recital fee must be paid through the Student Business Office OM 110 prior to scheduling a recital date. The receipt of payment must be attached to the Recital Request Form for the recital to be scheduled. The orange student fee form can be found in the music office.

Senior Recitals

A course fee of $40.00 is automatically charged to students who register for MUS 499. Those completing a senior recital must register for MUS 499 during the corresponding quarter to fulfill the Senior Recital requirement of the BMus in Performance and Composition degrees.

Scheduling

Recital Time

Recitals will be scheduled on available weekdays in the Concert Hall at 7:30pm and in PAC 16 at 6:00pm. Weekend recitals will be scheduled in the Concert Hall at 12:00pm, 4:00pm, and 7:30pm, as well as in PAC 16 at 2:00pm and 6:00pm only. Exceptions can be made at the discretion of the instructor, area coordinator, and in regards to accompanist availability.

Recital Dates

Available recital dates will be posted on the program coordinator’s door and LL2 advising board throughout the academic year. Notification of posting will be sent via email to instructors and students. Posted lists will be updated weekly as reservations are confirmed. Students should use the virtual EMS tool events.wwu.edu/VirtualEMS/ to determine availability in the meantime.

Recital Deadlines

Degree Recitals are scheduled on a first come, first serve basis and may be reserved at any time after recital dates have posted for the corresponding quarter. A studio recital may be requested at any time after dates are posted and will be reserved after the deadline for degree recitals. A studio recital may be asked to reschedule to accommodate a degree recital. Please reference table below.
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Deadline: First week of fall quarter. Recital dates will be released the previous spring.</td>
</tr>
<tr>
<td>Winter</td>
<td>Deadline: December 3rd, 2019 (updated 11/19)</td>
</tr>
<tr>
<td>Spring</td>
<td>Deadline: March 11th, 2019</td>
</tr>
</tbody>
</table>

**Rescheduling**

Students may request to reschedule their recital up till two weeks prior to the original reserved recital date. To request a new date, a new Recital Request Form must be submitted.

**Programs and Translations- Examples below**

**Programs**

All program information is due *no later than two weeks* prior to the reserved recital date. It must be emailed in a **Word document** to Patty.Mahboobzadeh@wwu.edu. Programs and translations submitted after this deadline are not guaranteed to be printed. If you have passed this deadline, contact Patty immediately.

Include all information you wish to appear on the program. Any mistakes will directly affect the quality of the program. Be sure to include a complete title, opus number, composers, birth and death of the composers (if applicable). **A draft of the program will be sent to you via email.** Students must approve the program before it will be printed.

**Translations**

Translations should be submitted along with program information *no later than two weeks* prior to the reserved recital date. The translations can be submitted in a Word document or in a PDF. Translations should be formatted in a table or split into columns. Please include the poetic English translations of all pieces, in concert order.

**Recital Program Example**

**Name:** Person Pearson  
**Email:** p.pearson@wwu.edu  
**Phone Number:** 360-555-5555  
**Instrument:** An instrument  
**Applied Instructor:** Dr. Musician  
**Recital Type:** Senior  
**Degree Program:** BMus Performance  

*Instrumental Example*

<table>
<thead>
<tr>
<th>Piece</th>
<th>Composer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite No. 2 in D minor BWV 1008</td>
<td>Johann Sebastian Bach (1685-1750)</td>
</tr>
<tr>
<td>Allemande</td>
<td></td>
</tr>
<tr>
<td>Minuets I and II</td>
<td></td>
</tr>
<tr>
<td>Gigue</td>
<td></td>
</tr>
<tr>
<td>Violin Sonata in e minor K. 304</td>
<td>W.A Mozart (1756-1791)</td>
</tr>
</tbody>
</table>
Vocal Example

Sechs Lieder

I. Ich stand in dunkeln Träumen

II. Sie liebten sich beide, doch keiner

"Ah! Perdona al primo affetto"
From La Clemenza di Tito

"Ah, guarda, sorella"
From Così fan tutte

J. Doe, Mezzo-Soprano

EXAMPLE Translations
(in concert order)

**Ich stand in dunkeln Träumen**

Ich stand in dunkeln Träumen
Und starrte ihr Bildniß an,
Und das geliebte Antlitz
Heimlich zu leben begann.

Um ihre Lippen zog sich
Ein Lächeln wunderbar,
Und wie von Wehmuthstränen
Erglänzte ihr Augenpaar.

Auch meine Thränen flossen
Mir von den Wangen herab -
Und ach, ich kann es nicht glauben,
Daß ich Dich verloren hab'!

**I scanned her picture dreaming**

I scanned her picture dreaming,
Till each dear line and hue
Was imaged, to my seeming,
As if it lived anew.

Her lips began to borrow
Their former wondrous smile;
Her fair eyes, faint with sorrow,
Grew sparkling as erstwhile.

Such tears as often ran not
Ran then, my love, for thee;
And O, believe I cannot
That thou are lost to me!

**Sie liebten sich beide, doch keiner**

Sie liebten sich beide, doch keiner
wollt' es dem andern gestehn;
sie sahen sich an so feindlich,
und wollten vor Liebe vergehn.

Sie trennten sich endlich und sah'n sich
nur noch zuweilen im Traum;
sie waren längst gestorben
und wußten es selber kaum.

**They once loved each other**

They once loved each other, but neither
would to the other confess;
they saw each other as hostile,
yet wanted to perish from love.

They finally parted and sometimes sighted
the other in dreams;
they had been dead so long now
and hardly known it themselves.
Recital Request Form

All fields must be completed before recitals can be scheduled.
Attach a receipt of payment and turn into PAC 263 when completed.

Name:______________________________________ Email:____________________________________

Phone Number:______________________________ Instrument:______________________________

Applied Instructor:___________________________ Degree Program:________________________

Recital Type (Check one) □ Junior □ Senior □ Graduate □ Studio/Non-degree recital

Piano Required? (Check one) □ YES □ NO/ List other needs: ________________________________

Composition Students will be required to submit an additional tech form to David Saxton, PA 261. The tech form will be supplied by the composition area.

Advertisement

☐ I give the music office permission to create a Facebook event for advertisement purposes
☐ I will create my own Facebook event. Can we link our public department post to this page? □ YES □ NO
☐ I do not want a Facebook event for my recital.

Recital Date Request

Please provide three dates below in order of preference. Date/Time/Room.
You may request more than three dates below or on the back of the page.

1. __________________________ 2. __________________________ 3. __________________________

List first and last name of all performers including accompanists. You may attach a separate sheet.

Performer Signatures

Recitals will not be scheduled until ALL performers have signed, committing their availability for all dates listed.
You may attach a separate sheet. Composition recitals can initially submit a form without all performer signatures.

Recital Approval

Signature of Applied Instructor

Signature of Area Coordinator

Signature of Program Coordinator

Office use only
Recital Hearing Approval Form

Turn into PAC 263 after a successful hearing

Name: ________________________________ Recital Date and Time: __________________________

Instructor Signature of Approval

Office use only

________________________________________
Signature of Program Coordinator
Recital Completion Form

Please attach a copy of the program recital and turn into PAC 263 after the completed recital.

_______________________________ has completed the attached Junior/Senior (circle one) recital as partial fulfillment of the Bachelor of Music in ________________.

________________________________________
Instructor Signature of Approval

Office use only

________________________________________
Signature of Program Coordinator