**Please contact Lee Anne Frahn (LeeAnne.Frahn@wwu.edu) with any questions**

**RECITAL FEE**
- A $42.60 fee will be charged for all Junior, Graduate, and non-required recitals approved for department sponsorship by a faculty professor, upon confirmation of the recital date (seniors automatically charged when registered for MUS 499). Please pick up an orange Student Fee form in the Music Office to take to the Student Business Office (OM 110) to pay for your recital. Recital programs, recording, and student stage technician are covered by the recital fee. Students will receive one CD (or web link for download) of the recital recording as part of the fee. The master recording is the property of the University and will be retained by the Music Department Recording Services.

**REQUIRED JUNIOR RECITALS** (BMus in Performance Only)
- Junior recitals will be held to a maximum of 50 minutes.
- Junior recital fees must be paid at the Student Business Office (Old Main 110).

**NON-REQUIRED RECITALS**
- Non-required recitals must have the approval of the applied instructor for departmental sponsorship.
- Non-required recitals will be scheduled after priority deadline for required recitals.

**ALL RECITALS**
- Recitals will be held on available evenings and weekend afternoons in the Concert Hall at 12pm, 4pm, or 8pm or in PA 16 at 2pm or 6pm. Other options are possible in special cases, but we would like to keep recital times as standard.

**SCHEDULING**
- Final recital request deadlines are:
  - **Fall Quarter**: Wed of Dead Week of previous Spring quarter
  - **Winter/Spring Quarter**: Wed of Fall Dead Week

- **Priority deadline for required recitals** will be one week before the above dates, after which non-required recitals will be booked for the next quarter. Required Junior, Senior and Graduate recitals will be scheduled first on a first-come first-serve basis. Approved non-required recitals will be scheduled after the priority deadline.
- **Applications received after the final request deadline may not be considered.**

*Please go to: [https://events.wwu.edu/VirtualEMS/BrowseEvents.aspx](https://events.wwu.edu/VirtualEMS/BrowseEvents.aspx) (or search Google for WWU EMS) to look for time availability (recital bookings marked as “Hold” are available)
PROCEDURES

- Complete the attached **Student Recital Request form**. This form must be signed by your applied instructor and the Area coordinator and all performers before a date can be booked. Recital dates will be assigned based in part upon the date the request form is received by Lee Anne Frahn, the Undergraduate Advisor (PA 263, LeeAnne.Frahn@wwu.edu). You will request 3 dates in order of preference (after checking availability on Virtual EMS (see above)). Make sure all performers, instructors, and others are able to make it to all 3 dates. A recital date will be assigned to you. Once a date is set, it cannot be changed.

- **The $42.60 Recital Fee** is to be paid after the recital date has been confirmed. Failure to pay the recital fee may result in cancellation of the recital date reservation.

- **Recital Hearing**: After the recital date reservation has been confirmed with Lee Anne, you and your applied instructor are to determine the date of your required hearing which is to be held at least two weeks prior to the recital. Your instructor will inform the hearing committee members (usually the area coordinator and other instructors from your applied area) of the details of the hearing. At the time of the hearing you are to submit to your committee chairman the completed **Program Approval form**. At the conclusion of the hearing the committee will approve or disapprove the program. When the program has been approved, the Program Approval form is to be turned into the undergraduate advisor, and you will email the program to Music@wwu.edu as a PDF or DOC/DOCX file. **If your program is not turned in at least two weeks before the recital, it may not be printed.**

- **Required Undergraduate Recitals**
  At the conclusion of your recital, have your committee chair sign the **Recital Approval form**, attach a copy of your recital program and submit it to the Undergraduate Adviser for placement in your academic records.

- **Graduate Thesis Recitals**
  Provide your Thesis Approval card for committee members to sign then submit it, with an attached program to the Graduate Adviser, Dr. Bertil Van Boer.

STUDENT CHECKLIST

- Student recital request form filled out and signed by...
  - Applied instructor
  - Area coordinator
  - Performers (use separate sheet for Composition or other recitals with many performers if needed)
- Recital fee paid
- Recital hearing scheduled with applied instructor and hearing committee
- Recital hearing passed; Program Approval form signed
- Program Approval form turned into advisor
- Program PDF/Word doc emailed Music@wwu.edu
- Recital performed
- Recital Approval Form signed
- Recital Approval Form turned into advisor with attached program
To the Undergraduate Advisor:

_________________________________ performed the attached recital program as scheduled.
The performance has been approved by the recital committee as meeting the requirements of the Junior/Senior (circle one) Recital for the BMus degree in ____________________________.

______________________________________
Applied Instructor Signature

NOTE TO INSTRUCTOR: To be signed AFTER completion of recital.

NOTE TO STUDENT: This form, complete with instructor signature and attached program copy must be received by the Undergraduate Adviser in order for your recital to be accepted as partial fulfillment of the degree requirements.
**After your recital hearing, have your instructor sign this form, and turn it into Lee Anne Frahn**

**Email final program, program notes, and song texts to: Patty.Mahboobzadeh@wwu.edu at least 2 weeks prior to recital. Programs submitted after this deadline may not be printed.**

Please include all information as you wish it to appear on your program. Your program will be created from your email, so any mistakes or incomplete/illegible areas will directly affect the quality of your program. Be sure to include a complete title, opus number, composer, birth and (if applicable) death dates of composer, movements, etc.

Name _______________________________________________ W # ________________________________

Contact phone # __________________________      Contact email address ____________________________

Instrument _________________________         Instructor __________________________________________

Recital Type (check one)   Junior       Senior       Graduate       Non-Required

INSTRUCTOR SIGNATURE of APPROVAL ____________________________________________________________

EXAMPLE program
(in concert order)

**Instrumental Sample**

Violin Sonata in e minor K. 304         Mozart, W.A (1756-1791)
Allegro                     arr. Forbes, Watson
Tempo di Minuetto

**Vocal Sample**

Leider de Mignon D 877                     Schubert, Franz (1797-1828)

I. Kennst du das Land
II. Heiss mich nicht reden
III. So laßt mich scheinen
IV. Nur wer die Sehnsucht kennt

~ * ~ intermission ~ * ~  <if any>

Frühlingsglaube Op.20 No.2                   Schubert, Franz (1797-1828)

Please type your full program in exact order as per this example, indicating an intermission where necessary, then email it to Music@wwu.edu as a PDF or Word document. Request a proof before final duplication and check that information and formatting is correct. If you have questions about the printed program call Patty (8am-12pm, M-F) at 650-3130 or email Music@wwu.edu.
WWU Department of Music | STUDENT RECITAL REQUEST FORM

**Turn in to Lee Anne Frahn when complete

All fields must be complete before recitals can be scheduled.

Recital Type (check one) □ Junior □ Senior □ Graduate □ Non-Required

Piano Required Yes □ No □

Other Needs (amplification, shells, harpsichord, etc.) ________________________________

Degree Program______________________________________________________________

Name________________________ Email________________________________________

Phone___________________ Instrument__________________ (if voice, indicate range)

Applied Instructor_____________________________________________________________

List first and last names of all performers to be involved, including instruments (you may attach a separate sheet)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Please provide three options for date, time, and room in order of preference

See Virtual EMS for available dates ("Hold" recital bookings are available)

1. ____________________ 2. ____________________ 3. ____________________

Performer Signatures Recitals will not be scheduled until all performers have signed, committing their availability for all 3 dates. (you may attach a separate sheet)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Recital Approval

_________________________________________________

Signature of Applied Instructor

_________________________________________________

Signature of Area Coordinator