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

Please reference the procedure below and read the detailed description on the next few pages. If you have questions or concerns about the procedure or information, please reach out to Lee Anne Frahn. 

*Please note: all recitals are scheduled on a first come, first serve basis.*

**Procedure**

1. Complete and turn in the 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 *after* your successful hearing
5. Approve draft of recital program and translations
6. Turn in Recital Completion Form *after* your recital
7. Pick up recital recording

**Contents**

General Information………………… Pg. 1
   -Recital Details, Deadlines and Fee
   -Rescheduling a recital

Procedure Details………………….. Pg. 2
   -Recital Hearing
   -Programs and Translations

Forms…………………………….. Pg. 5
   -Recital Approval Form
   -Recital Hearing Approval Form
   -Recital Completion Form
**Recital Time**

All recitals will be held on available weekends in the Concert Hall at 12:00pm, 4:00pm and 7:30pm. In PAC 16, 2:00pm and 6:00pm. Weekday recitals may be possible through faculty request and appropriate space availability. If you have an extensive set up, a 7:30pm recital may be moved to 8:00pm.

Please see the procedure below for scheduling details.

**Deadlines**

All students wishing to schedule a recital must do so by the deadlines below. Recital are scheduled on a first come, first serve basis and may be reserved *any time* before the deadline. On rare and special circumstances, non-required recitals may be asked to reschedule to accommodate a required recital. If you have missed the deadline below, please email Lee Anne Frahn immediately.

**Fall Quarter Recital**
- Deadline: Friday of Spring Quarter finals week, the previous academic year.

**Winter Quarter Recital**
- Deadline: Friday of Fall Quarter finals week.

**Spring Quarter Recital**
- Deadline: Friday of Winter Quarter finals week.
- Due to high demand, non-required recitals will be scheduled *after* this priority deadline in the order the forms were received.

**Rescheduling**
- A recital may be rescheduled only once and up to one month prior to the recital date. You must turn in a new Recital Request Form with the appropriate signatures in order to reschedule. Other rescheduling arrangements may be made through your instructor on a case by case basis.

**Recital Fee**

**Required Junior and Graduate Recitals**

Junior recitals will be held to a maximum of 50 minutes.

A $42.60 fee is to be paid through the student business office *before* your recital can be scheduled. Please pick up an orange student fee form from the Music Office and take it to Old Main 110 to complete the transaction. Turn in the receipt with your Recital Request Form to Lee Anne Frahn in PAC 263. If out of office, place in file holder marked “Recital Forms.”

**Required Senior Recitals**

A $42.60 fee will be applied to your student account when you register for MUS 499. Please register this course during the quarter in which your recital will be held. You will not need a receipt of payment to schedule your recital.

**Non-Required Recitals**
A $42.60 fee is to be paid through the student business office before your recital can be scheduled. Please pick up an orange student fee form from the Music Office and take it to Old Main 110 to complete the transaction. Turn in the receipt with your Recital Request Form to Lee Anne Frahn in PAC 263. If out of office, place in file holder marked “Recital Forms.”

Spring quarter recitals will be scheduled after the priority deadline. You may turn your paperwork in at any time will be scheduled after the priority deadline in the order in which the forms were received.

Procedure Details

Scheduling your recital

Before your recital can be reserved, you must turn in a completed Recital Request Form found on page 5 of this handbook, with your receipt of payment. Please note, you must have the signatures of all participants before your recital can be scheduled. Their signature acts as their confirmation that they can attend all dates proposed. Students may reserve their recitals any time before the deadlines. Early reservations are encouraged.

Please use the WWU Virtual EMS tool to find three dates marked “Student Recital Hold.” You may provide one date with three different time slots. If you are unable to find a date marked HOLD, or cannot find a date that works with all participants, please email LeeAnne.Frahn@wwu.edu. https://events.wwu.edu/VirtualEMS/ When completed, attached your payment receipt and turn it into PAC 263, or leave in wall folder marked “Recital Forms.”

Recital Request Form Checklist:

- Three preferred dates and specified time.
- Signatures of all participants
- Applied Instructor Signature
- Area Coordinator Signature
- Attached Receipt of Payment (if required)

Recital Hearing

After your reservation has been confirmed, please see your applied instructor to schedule your recital hearing with your committee. This is to take place at least two weeks prior to your recital. Please make sure to check room availability through the online Virtual EMS tool, and reserve the agreed upon date. https://events.wwu.edu/VirtualEMS/

After your successful hearing, you must turn in a completed Recital Hearing Approval Form found on page 6 of this handbook. Turn it into PAC 263, or leave in wall folder marked “Recital Forms.” If you fail to pass your hearing and must move your recital, please have your applied instructor reach out to LeeAnne.Frahn@wwu.edu for a new reservation. You will need to gather the signatures of your performers for this new date.

Programs and Translations

All program information, including translations must be emailed to Patty.Mahboobzadeh@wwu.edu in a word document at least two weeks prior to your recital. Programs and translations submitted after this date may not be printed. If you have passed this deadline, contact Patty immediately! Please see the program and translation examples on the next page.

Include all information as you wish it to appear on your program. Any mistakes or incomplete/illegible areas will directly affect the quality. Be sure to include a complete title, opus number, composer, birth and (if applicable) death dates of composer, movements etc.
A draft of your program and translations will be sent to you **via email** the week of your recital. Please approve this proof and check that all information and formatting is correct. Translations should be formatted in either a table, or split into columns. Please include the poetic English translation of all pieces, in concert order.

**Recording**

The $42.60 fee also includes a recording of your recital. Please keep an eye out for an email from the music office after your recital regarding your recording. Please pick up this recording as soon as possible, or provide us with a mailing address of where to send it.

**Recital Program Information**

All program information, including translations must be emailed to Patty.Mahboobzadeh@wwu.edu **in a word document at least two weeks prior** to your recital.

Programs and translations submitted after this date may not be printed. If you have passed this deadline, contact Patty immediately!

Name__________________________________________ Email__________________________________________

Phone Number____________________________________ Instrument____________________________________

Applied Instructor____________________________Recital Type____________________________

Degree Program________________________________________________________________________________

**EXAMPLE Program**

(in concert order)

**Instrumental Sample**

Suite No. 2 in D minor BWV 1008  
Allemande  
Minuets I and II  
Gigue  

Violin Sonata in e minor K. 304  
Allegro  
Tempo di Minuetto

Johann Sebastian Bach (1685-1750)  
W.A Mozart (1756-1791)  
arr. Forbes, Watson

**Vocal Sample**

Gesänge aus Wilhelm Meister, D 877 (op.62)  
I. Kennst du das Land  
II. Heiss mich nicht reden  
III. So laßt mich scheinen  
IV. Nur wer die Sehnsucht kennt

Franz Schubert (1797-1828)
~*~ intermission ~*~ <if any>

“Ah! Perdona al primo affetto”
From La Clemenza di Tito

“Ah, guarda, sorella”
From Cosi fan tutte

Jane Doe, Mezzo-Soprano <guest>

See below for further instructions….

Translations

All program information, including translations must be emailed to Patty.Mahboobzadeh@wwu.edu in a word document at least two weeks prior to your recital.

Please format your translations in a table or use page columns to line up the English translation accordingly.

EXAMPLE Translations
(in concert order)

<table>
<thead>
<tr>
<th>Nur wer die Sehnsucht kennt</th>
<th>Only one who knows longing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nur wer die Sehnsucht kennt</td>
<td>Only one who knows longing</td>
</tr>
<tr>
<td>Weiβ, was ich leide!</td>
<td>Knows what I suffer!</td>
</tr>
<tr>
<td>Allein und abgetrennt</td>
<td>Alone and cut off</td>
</tr>
<tr>
<td>Von aller Freude</td>
<td>From all joy,</td>
</tr>
<tr>
<td>Seh ich an's Firmament</td>
<td>I look into the firmament</td>
</tr>
<tr>
<td>Nach jener Seite.</td>
<td>In that direction.</td>
</tr>
<tr>
<td>Ach, der mich liebt und kennt,</td>
<td>Ach! he who loves and knows me</td>
</tr>
<tr>
<td>Ist in der Weite.</td>
<td>Is far away.</td>
</tr>
<tr>
<td>Es schwindelt mir, es brennt</td>
<td>I am reeling.</td>
</tr>
<tr>
<td>Mein Eingeweide.</td>
<td>My entrails are burning.</td>
</tr>
<tr>
<td>Nur wer die Sehnsucht kennt</td>
<td>Only one who knows longing</td>
</tr>
<tr>
<td>Weiβ, was ich leide!</td>
<td>Knows what I suffer!</td>
</tr>
</tbody>
</table>
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 ____________________________ Voice- indicate Sop, Tenor etc…

Recital Type (check one) Junior □ Senior □ Graduate □ Non-Required □
Receipt of payment is required for all Junior and Non-Required recitals. See packet for more details.

Piano Required Yes □ No □ Other Needs (amplification, shells, harpsichord, etc.)____________________________

Please provide three options for date, time and room in order of preference.
Please use the online Virtual EMS tool to see available dates marked “Student Recital HOLD”. See packet for more details.

1.__________________________________________ 2.__________________________________________ 3.__________________________________________

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

__________________________________________

__________________________________________

__________________________________________

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

__________________________________________

__________________________________________

__________________________________________

Recital Approval

__________________________________________

Signature of Applied Instructor

__________________________________________

Signature of Area Coordinator

__________________________________________

Signature of Program Coordinator
Recital Hearing Approval Form

Turn into PAC 263 after your 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 your program recital and turn into PAC 263 after the completion of your recital.

To the Program Coordinator:

_________________________________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____________________________________

Instructor Signature of Approval

__________________________________

Signature of Program Coordinator

Office use only