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

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-Recital Details, Deadlines and Fee
-Rescheduling a recital

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-Recital Approval Form
-Recital Hearing Approval Form
-Recital Completion Form
Recital Time

*New Policy* All recitals will be held on available weekday evenings in the Concert Hall and PAC 16 at 7:30 or 8:00pm. Weekend recitals can be requested after all weekday options are exhausted, or do not work with your teacher and performers. Weekend recitals will be held in the Concert Hall at 12:00pm, 4:00pm and 7:30pm. In PAC 16, 2:00pm and 6:00pm. 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

Recital are scheduled on a first come, first serve basis and may be reserved any time before the deadline. Under rare and special circumstances, non-required or "studio" 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.
- Fall Quarter recitals may be scheduled during the first week of fall quarter. Please be aware that some recitals dates may no longer be available.

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 or "Studio" 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

To schedule your recital please turn in a completed Recital Request Form found on page five of this handbook, along with your receipt of payment to PAC 263 and leave in the wall folder marked “Recital Forms.” Students may reserve their recital at any time before the deadline, early reservations are encouraged. Please note, you must have all signatures for those participating in your recital for your date to be reserved. Composition students may initially turn in a form without participant signatures to reserve their date.

Please reference the reserved recital dates posted on the program coordinator door and sent through your student email. Please provide at least three potential recital dates AFTER speaking with your applied instructor, accompanist and performers. If you cannot find a date that works with all participants and instructors, please email LeeAnne.Frahn@wwu.edu.

As dates are reserved, the program coordinator will adjust the recital dates listed on their door. Additionally, please use the EMS reservation site to determine if your date is open before submitting your request form. Please note, dates marked “Student Recital Hold 2018-2019” may become unavailable before you submit your form. Please make sure to provide at least three possible dates. https://events.wwu.edu/VirtualEMS/

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

A recital hearing is mandatory Junior and Senior recitals. A hearing is only mandatory for a non-required or "studio" recital if required by their applied instructor and/or area coordinator.

Your recital hearing is to take place no later than two weeks before your reserved recital date. After your reservation has been confirmed, please see your applied instructor to discuss scheduling your recital hearing with your committee. 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 six of this handbook. Turn it into PAC 263 and leave in the wall folder marked “Recital Forms.” If you fail to pass your hearing and must move your recital, please email 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** no later than **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. If you have questions regarding the recording process, please contact Joshua.Shade@wwu.edu

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

Johann Sebastian Bach (1685-1750)
Violin Sonata in e minor K. 304
Allegro
Tempo di Minuetto

W.A Mozart (1756-1791)
arr. Forbes, Watson

**Vocal Sample**

Gesänge aus Wilhelm Meister, D 877 (op.62) Franz Schubert (1797-1828)

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

~*~ 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 name and instrucment/voice>

**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></td>
</tr>
<tr>
<td>Weiß, was ich leide!</td>
<td></td>
</tr>
<tr>
<td>Allein und abgetrennt</td>
<td></td>
</tr>
<tr>
<td>Von aller Freude</td>
<td></td>
</tr>
<tr>
<td>Seh ich an's Firmament</td>
<td></td>
</tr>
<tr>
<td>Nach jener Seite.</td>
<td></td>
</tr>
<tr>
<td>Ach, der mich liebt und kennt,</td>
<td></td>
</tr>
<tr>
<td>Ist in der Weite.</td>
<td></td>
</tr>
<tr>
<td>Es schwindelt mir, es brennt</td>
<td></td>
</tr>
<tr>
<td>Mein Eingeweide.</td>
<td></td>
</tr>
<tr>
<td>Nur wer die Sehnsucht kennt</td>
<td></td>
</tr>
<tr>
<td>Weiß, was ich leide!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Only one who knows longing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knows what I suffer!</td>
</tr>
<tr>
<td>Alone and cut off</td>
</tr>
<tr>
<td>From all joy,</td>
</tr>
<tr>
<td>I look into the firmament</td>
</tr>
<tr>
<td>In that direction.</td>
</tr>
<tr>
<td>Ach! he who loves and knows me</td>
</tr>
<tr>
<td>Is far away.</td>
</tr>
<tr>
<td>I am reeling,</td>
</tr>
<tr>
<td>My entrails are burning.</td>
</tr>
<tr>
<td>Only one who knows longing</td>
</tr>
<tr>
<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 ________________________________
Voice- indicate Sop, Tenor etc…

Applied Instructor __________________________ Degree Program ___________________________

Recital Type (check one) Junior □ Senior □ Graduate □ Non-Required/ Studio Recital □
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.) __________

Advertisement
□ I give the music office permission to create a facebook event for advertisement purposes.
□ I will create the facebook event for my recital. Can we link our public department post to this event page? Yes □ No □
□ I do not want a facebook event page for my recital.

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

Office use only

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

______________________________
Signature of Program Coordinator

Office use only
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