

Student Recital Guide
for
Applied Faculty in the UW Department of Music

1. **Confirm all involved (student, instructor, collaborators) are available for:**
 - a. Recital Preview (2-3 weeks prior to recital)
 - b. Dress rehearsal (week of)
 - c. Recital (please make sure family and friends can attend before scheduling)
2. **Recital times are:**
 - a. **STUDENT:**
1:00 p.m., 3:00 p.m., 5:00 p.m. 7:00 p.m. and 8:30 p.m. Saturday and Sunday
7:00 p.m. and 8:30 p.m. Monday through Friday
Adding 5:00 p.m. Fridays
11:00 a.m. Saturdays, only if no other option is available
 - b. **FACULTY:**
1:00 p.m., 3:00 p.m., 5:00 p.m. and 7:30 p.m. Saturday and Sunday
7:30 p.m. Monday through Friday
Adding 5:00 p.m. Fridays
3. **25Live scheduling** (Your Area Coordinator can help you access this platform, and all aspects of this process)
 - a. UW Username/Password (*Faculty456*)
 - b. Create event / Title (**include name of student**; e.g., *Gordon Sumner Senior Voice Recital*)
 - c. Drop down menu = choose 'Recital'
 - d. Preview date, time, Preview Committee (2 from the Area, 1 outside the Area)
 - e. Select recital date, time, venue (refresh). **Refer to Athletics schedule to avoid conflicts!! Recitals should not be scheduled against another performance in our Halls
 - f. Live-stream?
 - g. Grand Piano needs
 - h. Save
4. **Preview** (takes place 3-4 weeks prior to recital)
 - a. Schedule venue and day/time
 - b. Student or faculty coordinates a Preview Committee (applied teacher, two additional faculty in Music). Confirm Committee members and all involved are available for Preview and the actual Recital
 - c. Student or faculty prepares a program
 - d. Student chooses first piece/movement, Committee continues
 - e. Committee discusses, signs Area Preview Form, informs student
 - f. Preview Form goes to student file in Shared Business Center (Trish)
 - g. If student does not pass, they will give the Preview again and recital must be re-scheduled. Send cancellation notice to Michael Griffith, Trish Schumacher, Caleb Hebbert, Kathy Kirkaldie, Tim Wirth, Will Flagg. Re-schedule via the steps, above.
5. **Recital Fee / Stage Tech Form** (2 weeks prior to recital)
 - a. Students pay the \$50 Recital Fee for programs and recording. Purple Recital Form (wall rack in mailroom, near Chair's office, and outside Shared Staff Center) to be completed by the student. Payment attached and put through gold mail slot near Chair's office.
 - b. Stage Tech Form; completed via online link ('Documents and Forms')

6. Program

- a. Submit to Trish, via email, at least two weeks in advance of recital. Student or faculty submit
- b. Template
- c. Trish will return a draft. Faculty proofs and either returns for edits, or approves
- d. Hard copy programs will be delivered to faculty mailbox, along with the Convo sheet
- e. Faculty can elect that student prepares program notes/translations. Printed by student.

7. Dress Rehearsal

- a. Scheduled via 25Live (choose 'Rehearsal' and repeat steps from 2., above)

8. Recital

- a. Communicate guidelines/suggestions for recital attire
- b. Faculty serves as House Manager; place programs/program notes/translations on stand in front of hall 15-20 minutes prior to recital, give a program to stage crew. Faculty serves as Convo Monitor. Faculty make Convo sheet available post-recital for student signatures, faculty returns sheet to Convo Coordinator's mailbox (Sherry Sinift)