

Student Name _____

Recital Date _____

Time _____

Recital type _____

Location _____

Instrument type • voice type • theory composition

Junior / Senior Recital Application (*check one*)

If this is a junior recital, successful continuance examination on _____

(continuance exam must be completed before a junior recital will be approved)

This form must be complete before recital date/time can be scheduled

Email _____ • Phone _____

Class Year: _____ • Degree: BA BM

Major: _____

Type of Recital: Full Half

• Is this recital required for graduation?

Yes No

Student has performed as a soloist on
Student Recitals on the following dates (*required*):

1) _____

2) _____

• **Faculty Evaluator signatures for your Jr/Sr recital**

Required for:

- *BM Performance*
- *BM Church Music*
- *BM Music Ed Majors*

Faculty: By Signing this application you agree to the requested date, time and location.

1) teacher: _____

2) _____

3) _____

Recital Recordist Fee is due at time of submission using your Ole Card (sufficient Ole Dollars req'd).

Full Recital \$25

Half Recital \$12.50

Assistants' names (staff and students)/instrument/year • **Assistants' signature** • **Assistant teacher signature** (*required*)

Theory Composition Students with large groups have until the 2 weeks prior the event to submit a complete list of assistants/grad year/instrument type/student signature/teacher signature to be attached to form at that time.

student assistants: *by signing this application you agree to the requested date, time and location. (Separate sheet may be attached if required.)*

• Complete program info to be submitted 2 weeks before performance date to barth@stolaf.edu •

• **If using harpsichord or portativ organ:**

name of assisting harpsichordist/organist *signature* *date*

faculty in charge of harpsichord/portativ *signature* *date*

• I have reviewed this application and support it

private instructor signature

What You Need to do before your Junior or Senior Recital

- Consult with your teacher and read through the guidelines in the *Music Handbook*: www.stolaf.edu/depts/music/handbook.
- Check the master calendar in CHM 101 and RS-25 Room Reservation* for possible recital dates. You may not add your recital to the calendar until the application for is completed and ready to turn in.
- Talk or email Barbara Barth (x3568/barth@stolaf.edu) about possible conflicts, availability of space, reserving the reception room, and signing up for rehearsal times.
- Clear the date and time with all people involved—your performance studies teacher, recital assistants, relatives, etc.
- Confirm arrangements for recital assistants.
- Junior and Senior BM Music Ed, BM Performance and BM Church Music majors must list three faculty, your teacher and two others, who will be present to evaluate your recital. The faculty member should not sign the form before verifying the recital date. Kathee Hanscom will arrange for distinction evaluators.
- Complete the application form on the opposite side of this sheet, obtain the required signatures, and return it to the Music Office CHM 101. *Your recital will not be scheduled on the RS25 and the master calendar until you have completed the application, obtained all required signatures. Once time and date is set, any changes must be submitted in writing to the recital committee.*
- E-mail your program and program notes to Barbara Barth (email: barth@stolaf.edu) **at least TWO WEEKS prior** to the recital. You and your Teacher will each receive a proof. You are responsible for having programs copied at the St. Olaf Print Center (allow at least two business days).
- Supply four copies of your final program to the music office for our records. **Drop the copies off personally...don't rely on the house manager to drop off extra copies.**
- There will be a calendar for second term recitals showing conflicts and room availability that you can sign up on when submitting your form. However, you may want to check the RS-25 to check general space availability: Access the RS-25 Room Reservation calendar from the main college webpage under "quick links" or click on the RS link on the music department homepage. Once on the calendar page search by location.

Check A-D for Boe and CHM performance spaces and Q-T for Studio A: Studio A = Studio A; Urness = chm_urness; Orch Room = chm140; Fosnes = chm233; Boe (organists only) = BMC000

Confirm the calendar is on the proper month/week/year. The calendar grid will show greyed out areas that are reserved. If you scroll over them, the event name will pop up. Clicking on the grey area provides more detail (ignore "tentative" ... it does not refer to the state of the reservation). It is important to note that conflicting music events will need to be avoided in addition to finding an available space.