

**Florida Southern College**  
**Department of Music**

**Guidelines for Junior and Senior Recitals**

Revised September 29, 2011

**About Junior and Senior Recitals**

**The Senior Recital**

The Senior Recital is a “capstone experience” for students in the Bachelor of Arts in Music, the Bachelor of Music in Performance, and the Bachelor of Music Education programs. The Senior Recital provides an opportunity for students to demonstrate their skills as performers, to show in their own words in the program notes for their recitals, knowledge of the music that they are performing, and to accomplish all of the organizational work that is required for a professional musician to give a public performance.

**The Senior Recital Requirement**

Students working towards the Bachelor of Arts in Music, the Bachelor of Music in Performance, and the Bachelor of Music Education have a Senior Recital requirement, which is met by MUS 4490, Senior Recital. During the semester of your senior year in which you will give your recital, you will register for the section of MUS 4490 designated for your instrument and teacher—in place of one of the applied lesson credit hours that you otherwise would register for with that teacher. Bachelor of Music Education students must complete the Senior Recital before registering for their capstone Education Internship and Seminar.

**The Junior Recital**

For students studying for the Bachelor of Music in Performance, the Junior Recital is an additional opportunity to prepare a formal performance, as is appropriate to the performance standards of that degree.

**The Junior Recital Requirement**

Candidates for the Bachelor of Music in Performance degree have a junior recital requirement, which is met by MUS 3390, Junior Recital, which is in addition to their Senior Recital Requirement. During the semester of the junior year in which you will give your Junior Recital, you will register for the section of MUS 3390 designated for your instrument and teacher—in place of one of the applied lesson credit hours that you otherwise would register for with that teacher.

## Preparing for Junior and Senior Recitals

### Registering for your Junior Recital or your Senior Recital

The Junior or Senior Recital courses are special applied lesson courses. The Junior or Senior Recital course will count towards your applied lesson requirement and will carry the grade for your recital on your transcript. For the semester in which you will give your recital, you will register for one credit hour of MUS 3390 Junior Recital or one hour of MUS 4490 Senior Recital—in place of one of the applied lesson credit hours that you otherwise would take.

#### **Examples**

*Example 1:* If you as a junior Bachelor of Music in Performance major normally would register for three hours of applied lessons on your principal instrument, then *during the semester of the Junior Recital*, you will register for two hours of applied lessons and one hour of Junior Recital.

*Example 2:* If you as a senior Bachelor of Music in Performance major normally would register for four hours of applied lessons on your principal instrument, then *during the semester of the Junior Recital*, you will register for three hours of applied lessons and one hour of Senior Recital.

*Example 3:* If you as a senior Bachelor of Music Education major normally would register for two hours of applied lessons on your principal instrument, then *during the semester of the Senior Recital*, you will register for one hour of applied lessons on your principal instrument plus one hour of Senior Recital.

MUS 3390 Junior Recital and MUS 4490 Senior Recital have different sections for each instrument and in some instances for different professors on the same instrument. You will sign up for the course section for your instrument and your applied-lesson teacher. You must register for the appropriate recital course number and section for the semester in which the recital will take place

At the beginning of the semester, a course syllabus for MUS 3390 or MUS 4490, containing information about course objectives and a suggested timeline, will be given to each student enrolled in the course by the appropriate faculty member.

### Choosing Your Repertoire

You will work in collaboration with your applied lesson teacher to choose your recital repertoire. Students generally are encouraged to perform suitable and original solo repertoire, although some chamber music may be appropriate. A variety of styles, techniques, and historical periods should be represented, and in the case of voice recitals, the traditional “singing” languages should be included.

### **Memorization of Recital Repertoire**

Memorization of recital repertoire is required in the areas of piano, voice, and guitar. Students in other disciplines may memorize at the discretion of the teacher.

### **The Appropriate Length of Your Recital**

Senior recitals should include forty to sixty minutes of music. Students must carefully time their pieces and stay within these time limits. This is important for recital scheduling and also out of respect for the audience.

Junior recitalists are expected to combine their recitals with another junior recitalist for a complete recital program, totaling sixty minutes of music. In special circumstances, when logistics prohibit combining recitals or when the teacher makes a special recommendation to the music faculty for a solo recital, permission may be granted for an individual Junior Recital program with a length of thirty to forty-five minutes.

### **Scheduling Your Recital**

At the beginning of each semester, the Faculty of the Music Department will publish a schedule of dates available for Junior or Senior Recitals. Within two weeks of receiving these dates, you will submit a **“Junior/Senior Recital Date Reservation Form”** to the Music Office requesting a date for your recital, and you also will submit a **“Branscomb 202 Recital Dress Rehearsal Date Request Form”** asking for a time for your dress rehearsal. In requesting the time for your dress rehearsal, please be mindful of ensemble rehearsal and performance dates in order to avoid conflicts.

You, your teacher, and your applied area director will be given a letter from the Department confirming dates and times for your dress rehearsal and your recital and giving you a time-line for submitting your recital program.

### **Rescheduling a Recital**

Rescheduling recitals is discouraged. To change a recital date, the student must submit a complete, new set of forms, including requests for new dates and a new **“Junior/Senior Recital Program Approval Form”** with approval signatures of the applied teacher and the applied area director. Students working with an accompanist also must have the accompanist’s written approval of the date or change. The new forms must be submitted to the Music Office within two weeks after the dates have been released for the semester during which the recital is to be scheduled. On the **Junior/Senior Recital Date Reservation Form** and the **Branscomb 202 Recital Dress Rehearsal Date Request Form**, it once again is important to select three possible dates, since the first or second choice may conflict with an event already scheduled on the Master Calendar.

### **Having Your Recital Repertoire Approved**

At least four weeks prior to your recital, once you, working with your applied lesson teacher, have developed the repertoire for your recital, you will fill out a **“Junior/Senior Recital Program Approval Form”** with the required information for the approval of the

applied teacher and the applied area director. Then, at least three weeks before the scheduled recital date, you will submit this form with their signatures to the Music Office for approval by the Department Chair.

### **Rules for Use of Collaborators**

Because Junior and Senior Recitals fall under the academic and artistic direction of the Music Department and its faculty, it is expected that only Music Department faculty, staff and students will be used as collaborators in recital performances. The recitalist, working with the Music Department's Administrative Assistant, is responsible for arranging for two ushers, a stage manager, and any such additional stage assistants as may be needed.

### **Accompanists for Junior and Senior Recitals**

The Department will pay for an accompanist for a maximum of 8 hours for a Junior or Senior Recital performance. The College charges a fee of \$50.00 per semester for all students enrolled in voice, winds, and strings to offset part of the costs generated by accompanying needs. Students enrolled in Junior or Senior Recital (MUS 3390 or 4490) will pay an additional fee of \$100.00 per course.

Students may engage an accompanist/coach on a private fee basis, as desired. Please consult your accompanist/coach about his or her policies.

***Please note:*** Students will be charged for the cost of the accompanists when scheduled rehearsals are cancelled less than twenty-four hours in advance or without any notice at all. The Department reserves the right to deny accompaniment privileges to students who do not honor their accompaniment appointments.

### **Publication of Recitals**

Each semester, the schedule of recitals will be published and posted around the music building and elsewhere on campus. In addition, reminders will be sent to the FSC community through a general e-mail.

Students may, if they like, create their own publicity posters. After submitting them to the Music Office for approval, they may be placed on designated student bulletin boards in the music building and elsewhere on campus. They may not be placed on glass surfaces, walls, or doors and should only be placed on faculty studio and office bulletin boards with the approval of the faculty member.

### **Writing, Proofing, and Printing Your Recital Program**

Your Junior or Senior Recital program should reflect your professionalism as a musician. Be as thoughtful about what you say about your music as you were in choosing it. Why did you choose this music, what does it represent technically, historically, personally, etc.? What is exciting and interesting to someone hearing it for the first time or for the

fiftieth time? What can you tell us succinctly about the composer?

You will be writing about something that represents your serious work over many years. Your writing should be serious as you strive for it to be clear and interesting. Avoid puns or other humorous references and overly sentimental or emotional expressions of gratitude. For this piece, your words, like your performance, should be poised and polished. Say what you need to say in as few words as possible.

Strive for technical excellence in your writing. A mistake-free program may help to dispose your audience to a more appreciative hearing of your performance—or vice versa. Go over your program carefully several times to be sure that it is free of errors. If you would like technical help with your writing, please make use of the English Department's Pens Central writing lab or ask for assistance from your professors. If you are presenting a vocal recital in a foreign language, you should include a translation in your program. Your applied teacher can help you locate appropriate translations and prepare them for your program. More detailed information about translations for your program is given below on the page titled "**A Guide to the Organization of Your Junior or Senior Recital Program.**"

At Florida Southern, we use a standard style and layout for recital programs that is characteristic of the format that long has been used for recital programs in many leading institutions. By using this format for your recital, you will learn a traditional and very useful approach to doing such programs.

Unlike many colleges and universities, Florida Southern College assumes all printing costs for recital programs without assessing a special fee.

#### **Recital Program Specifications**

- All programs are printed on 8 1/2 " x 14 " stock with a single fold and uniform College/Department graphic art. Students' names will be rendered in a uniform style selected by the Music Department.
- Since page one is a cover, the listing of all music selections (the program), the program notes, and the listing of assisting staff will be placed on the remaining three pages (no inserts will be used).

#### **A Time-Line for Recital Program Preparation**

- When the Music Office has confirmed your recital date, you will be notified, and instructions for the recital program will be sent to you electronically. Please follow the style elements indicated in the instructions. Samples of past programs are available in the Music Office upon request.
- A first draft of your program must be submitted to your applied teacher for his or her editorial assistance and proofing no less than three weeks before your scheduled recital.

- As soon as you and your applied teacher are satisfied with your program, but no less than two weeks before the scheduled recital, you will send your program as an e-mail attachment to the Music Department Administrative Assistant for formatting for publication.
- Formatted copies of your recital program will be returned to you and your teacher promptly. You and your teacher will review your formatted program, and you will resubmit it with any changes and with your teacher's approval to the Music Department Administrative Assistant at least ten days before your recital.
- The Music Department Chair may review your recital program and recommend any necessary last minute changes. In the absence of such recommendations or after any such recommended changes have been made, your recital program will be printed. There will be no changes made to the recital program once it has been printed.

Please consult "**A Guide to the Organization of Your Junior or Senior Recital Program**" and "**Checklist for Your Recital,**" two attachments to this document, for further information about the organization of your recital program and the time-line for the preparation of both your recital in general and your recital program.

#### **After the Dress Rehearsal and Other Rehearsals and Performances**

The Ann McGregor Jenkins Recital Hall (B202) is a regularly scheduled classroom. It is essential that special performance setups in B202 and any other classrooms be "struck" in order to provide the regular classroom environment. All additional instruments and equipment should be moved out of the hall or into the back room immediately following the event. The hall should be restored to its regular configuration (grand piano and bench in middle of stage in the case of B202, etc.) after all rehearsals and performances.

#### **Special Performance Considerations**

- Recitalists and their assistants should be at the hall at least 45 minutes before the beginning of the recital to check out the hall's configuration.
- The recital performance should begin ON TIME. "Fashionably late" is not acceptable in the concert world.
- Recitalists should discuss recital performance protocol, set-ups, lighting and staging with the stage assistants and ushers before the night of the performance, so that the result is professional and enhances the musical preparation.

#### **Logistical Responsibilities**

The Music Department will provide an audio technician and CD for recording of the recital. The CD will be kept in the Music Office Library – and for a small fee – may be copied to another CD for the use of the recitalist.

The recitalist is also responsible for picking up his or her recital programs and music major check-in sheets the day of the event. The recitalist is required to return the

student check-in sheets, the CD of the recital performance, and several copies of the recital program to the Music Office the next working day following the recital. The hall must be restored to its regular configuration (grand piano and bench in middle of stage) after your recital.

### **Receptions Following Recitals**

On campus receptions are completely optional and may be held only after Senior Recital performances. The Music Office can provide students and their families with contact numbers for room reservations and for FSC Food Services, but it is up to the student and his or her family to complete the arrangements, including the room reservation, set-up, the ordering of food and drink (no alcoholic beverages), announcements, and the clean-up. Receptions may not be held in B201, B202, B203, B204, or other classrooms.

## **Pre-Recital Faculty Hearing and Jury**

If the applied teacher and/or the applied area director have reason to be concerned that a student may not be prepared for his or her Junior or Senior Recital, then at the recommendation of the applied teacher and/or applied area director, a pre-recital faculty hearing may take place at least two weeks before the scheduled recital date. Typically, in such a hearing, a faculty jury consisting of the applied teacher, the director of the applied area (or his or her representative) and at least one other faculty member will hear the student perform. The student and applied teacher will work together to schedule a date, time, and place that will be convenient for the jury and will provide a program listing to the members of the jury (program notes will not be necessary). The jury may choose to hear the recital in its entirety or may elect to hear portions.

Based upon the recital hearing, the jury may make a decision to approve a public recital as scheduled or disapprove the recital until another hearing. If the recital is not approved, a student may repeat the hearing no later than one week later (at least one week before the scheduled recital). Students who fail the second hearing will receive a grade of "F" and may register the following semester for the same course, following the same protocol. If successful, the grade of "F" will be forgiven, and the higher grade will be entered.

Please note: A grade of "I," Incomplete, may be given only when a student is unable to complete the requirements due to circumstances beyond his or her control. A grade of "I" will not be given for two failed pre-recital hearings.

## Junior/Senior Recital Date Reservation Form

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Junior Recital \_\_\_\_\_ Senior Recital \_\_\_\_\_

Instrument \_\_\_\_\_ Voice Category \_\_\_\_\_

Accompanist (as needed) \_\_\_\_\_

Please list, in order of your preference, your top three choices of dates (according to the protocol listed in the memorandum accompanying the Guidelines:

1. Recital date: \_\_\_\_\_

2. Recital date: \_\_\_\_\_

3. Recital date: \_\_\_\_\_

Teacher approval of all dates: \_\_\_\_\_ Date: \_\_\_\_\_

*signature*

Applied Area Director\* approval of dates: \_\_\_\_\_ Date: \_\_\_\_\_

*signature*

Accompanist approval of dates: \_\_\_\_\_ Date: \_\_\_\_\_

*signature*

\* Applied Area Directors

Instrumental: J Jossim

Piano: Paula Parsché

Strings: Arthur Pranno

Voice: Diane Stahl

Assigned Recital Date Confirmation:

\_\_\_\_\_ Date: \_\_\_\_\_

*Signature*

## Branscomb 202 Recital Dress Rehearsal Date Request Form

List, in order of preference, your top three choices for a Recital Dress Rehearsal time in Branscomb 202.

Date (also indicate the day of week)	Beginning time	Ending time
1.		
2.		
3.		

- Please remember that rehearsals must be scheduled around regularly scheduled classes, rehearsals and special events in this busy hall.
- Your rehearsal time must be coordinated with your teacher, your accompanist and any other personnel assisting you in your performance.

Confirmation of Dress Rehearsal Date and Time:

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*



## A Guide to the Organization of Your Junior or Senior Recital Program

### Front Cover

Name (as you would like it to appear on the program)

Indicate whether this is a Junior or Senior Recital

Instrument or Voice Category

Name of Accompanist

Name of Applied Music Instructor

Degree (B.M., B.M.E., B.S.M., B.A.)

Date of Recital Time of Recital

### Program Listing—Inside left

TITLE OF PIECE (bold caps)—include opus number, movements and/or section titles.

COMPOSER (full name)

COMPOSER'S DATES

DELINEATION OF PROGRAM SECTIONS AND BREAKS—through use of Roman Numerals

INCLUDE NAMES OF COLLABORATORS IN ENSEMBLE PIECES—with instrument designations or voice categories

### Program Notes—Inside right

Program notes should place the composer and the work(s) to be performed within context. Although essentially brief in nature, they should be thorough enough to present meaningful information. Generally, it is best to avoid subjective analysis of the music (your performance should prove the worth of the piece). Do remember that program notes should serve the layperson and the professional musician, so avoid lengthy theoretical allusions and present interesting (and accurate) facts or issues about the composers, their musical styles, and the specific piece(s) you are performing.

The inside of the program is a good location for abridged translations of foreign language vocal pieces. The translations should be written in complete sentences, paraphrasing as necessary, and omitting needless repetitions of words or phrases. The result should provide a literate and brief sense of the song. Opera arias should also be translated with a brief synopsis of the opera, scene, and/or character for context. Brief information about the composer and the piece(s) should also be included with the translation.

If the space is needed, translations can be placed both on inside pages and on the back cover.

### Back Cover

List: Stage Manager (please use only an FSC student or staff person for this job), Ushers (2), and the Audio technician (will be assigned by the Music Office).

## Checklist for Your Recital

Activity	Deadline Date (if applicable)	Done
Register for your course: MUS 3390 or 4490 as appropriate.	Before the end of 1 <sup>st</sup> week of classes	
Read and memorize Jr./Sr. Recital Guidelines ☺	At the earliest opportunity	
Discuss date preferences with your teacher, applied area director, and accompanist.	At the earliest opportunity	
Submit <b>Junior/Senior Recital Date Reservation Form</b> to the Music Office.	Within 10 days of receiving the list of available dates.	
Submit <b>Branscomb 202 Recital Dress Rehearsal Request Form</b> to the Music Office	Within 10 days of receiving the list of available dates.	
Plan your program with your teacher.	At the earliest opportunity	
Submit <b>Junior/Senior Recital Program Approval Form</b> to your teacher and applied area director for approvals.	4 weeks before recital	
Submit <b>Junior/Senior Recital Program Approval Form</b> to the Dept. Chair with required signatures.	3 weeks before recital	
Complete research for your program notes.	At the earliest opportunity	
Complete your program according to directions.	At the earliest opportunity	
Select a stage manager and ushers.	At the earliest opportunity	
Submit the first draft of your program to your applied teacher for editing and approval.	3 weeks before recital	
Submit program as e-mail attachment to Music Department's Administrative Assistant for preparation for publication. A formatted copy will be returned to you and your teacher as quickly as possible.	2 weeks before recital	
Review the completed program with your teacher.	At the earliest opportunity	
Submit your finalized program, approved by your teacher, to the Music Office for final approval by the Department Chair and publication.	10 days before recital	
Finalize recital mechanics with the stage manager, ushers, and the audio technician.	At the earliest opportunity	
If recommended, schedule pre-recital hearing.	2 weeks before recital	
Create publicity posters or flyers, if you like.		
Submit posters to Music Office for approval.		
Distribute posters and flyers – appropriately.		
Dress rehearsal – Discuss staging needs (lighting, staging, set-ups, and performance protocol) with stage personnel.	Within the week before recital	
Have your ushers pick up programs and check-in sheets.	Day of the recital	
Arrive at least 45 minutes before the performance.	Day of the recital	
Perform beautifully and professionally!	Recital	
The Audio Technician will take the check-in sheets, the CD of your recital, and leftover programs to the Music Office the next class day.	Right after recital	