Student Recital Handbook
Fall 2023 and Spring 2024

Table of Contents

- **General Information**
  - Syllabus
  - Recital Checklist
  - Scheduling Instructions

- **Forms**
  - Recital Audition Form
  - Stage Diagram
Recital Syllabus

The recital is a capstone musical experience. It reflects years of studio instruction and a high level of musicianship resulting from that study.

Instructor
Dr. Leonard Garrison
leonardg@uidaho.edu

Requirements
1. The student must have junior, senior, or graduate standing.
2. Except for composition recitals, undergraduate students must be in at least their second semester of 300-level lessons (MusA 490 half recital) or at least their third semester of 300-level lessons (MusA 491 full recital). Graduate students must be at least in their second semester of study.
3. Undergraduate students enrolled in MUSA 491 and presenting a full recital may not duplicate repertoire performed in their half recital (MUSA 490) and graduate students may not duplicate repertoire performed on a previous degree-require recital, as this would be in violation of the following University policy:

   Multiple submissions violations include submitting, without prior permission from the course instructor, any work previously submitted to fulfill other academic requirements. Students who turn in substantial portions of the same academic work to more than one course without prior permission of the faculty will be in violation of the Student Code of Conduct for multiple submissions.

4. To fulfill the co-requisite requirement, each student must register for private study/composition during the semester of the recital:
   - MusA 324, 334, 524, or 534 (instrumental, vocal)
   - MusC 425 or 525 (composition)
5. To receive credit for a recital, students must register for MusA 490 (half recital), MusA 590 (elective graduate recital), MusA 491/591 (full recital), MusA 492 (elective half recital), MusA 493 (elective full recital) or MusC 490/590 (composition recital).
6. The required duration for a recital is:
   - Half recital: 20-25 minutes of music per performer
   - Full Recital: 45-50 minutes of music
   - Composition Recital: 45-50 minutes of music
7. The following items must be submitted:
   - LHSOM Online Recital Scheduling Form (see Recital Scheduling Instructions below).
   - Recital Audition Form – the studio or composition instructor turns in to main office at least two weeks prior to recital
   - Complete program (https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MPBxW86)
     - Fall recitals --- due October 1 or four weeks prior to recital, whichever comes first.
     - Spring recitals --- due March 1 or four weeks prior to recital, whichever comes first.
   - Stage Diagram – turn in to main office two days prior to event
   - All forms are available at https://www.uidaho.edu/class/music/student-resources/student-recitals.
8. An audio/video recording of the performance will be sent by email to the student and placed on the university’s cloud storage.

9. Students or their instructors must complete the Student Recital Program Form (see deadlines above). The LHSOM office will print 30 programs for each student’s recital and provide a QR code to the program.

IMPORTANT INFORMATION REGARDING YOUR RECITAL GRADE

☐ The student must successfully complete a live recital audition a minimum of two weeks prior to the scheduled recital.
**LHSOM Recital Scheduling Checklist – Fall 2023**

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Register for studio instruction/composition</td>
<td>Second Monday of classes</td>
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<tr>
<td>Register for recital: MusA 490 (half recital), MusA 491/591 (full recital), MusA 492/493/590 (elective recital) or MusC 490/590 (composition recital).</td>
<td>Second Monday of classes</td>
</tr>
<tr>
<td>Check date availability and discuss possible dates with studio instructor</td>
<td>Before 9/15</td>
</tr>
<tr>
<td>• Review list of available recital dates and times at <a href="https://www.uidaho.edu/class/music/resources/student-recitals">https://www.uidaho.edu/class/music/resources/student-recitals</a></td>
<td></td>
</tr>
<tr>
<td>Fill out and submit LHSOM Recital Scheduling Form</td>
<td>Recital signup opens: 9/11 at 7:00 am – required full</td>
</tr>
<tr>
<td><a href="https://uidaho.co1.qualtrics.com/jfe/form/SV_cIVXU6s1Kj9A6q">https://uidaho.co1.qualtrics.com/jfe/form/SV_cIVXU6s1Kj9A6q</a></td>
<td>9/13 at 7:00 am – required half 9/18 at 7:00 am – elective</td>
</tr>
<tr>
<td>Student or studio teacher completes Student Recital Program Form at <a href="https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MP8xW86">https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MP8xW86</a></td>
<td>October 1 or four weeks prior to recital, whichever is earliest date</td>
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<td>Schedule recital audition with help of studio instructor</td>
<td>Four to six weeks prior to recital</td>
</tr>
<tr>
<td>Recital Audition</td>
<td>At least two weeks prior to recital</td>
</tr>
<tr>
<td>• Bring Recital Audition Form</td>
<td></td>
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<tr>
<td>• Bring proofed recital program</td>
<td></td>
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<tr>
<td>Schedule dress rehearsal</td>
<td>At least two weeks prior to recital</td>
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<tr>
<td>Complete Stage Diagram (<a href="https://www.uidaho.edu/class/music/forms/studentforms">https://www.uidaho.edu/class/music/forms/studentforms</a>)</td>
<td>Two days prior to recital</td>
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<td>Check-out key for dress rehearsal (if instructor does not have one or does not have piano key)</td>
<td>Day of - if weekday Friday – if weekend</td>
</tr>
<tr>
<td>Return key for dress rehearsal (if instructor does not have one)</td>
<td>Day after - if weekday Monday – if weekend</td>
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All forms are available at [https://www.uidaho.edu/class/music/student-resources/student-recitals](https://www.uidaho.edu/class/music/student-resources/student-recitals).
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<td>Second Monday of classes</td>
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<td>□ Check date availability and discuss possible dates with studio instructor List of available spring recital dates and times will be available 10/15/23.</td>
<td>Before 11/17</td>
</tr>
<tr>
<td>□ Fill out and submit LHSOM Recital Scheduling Form – Ready on 11/27/23</td>
<td>Recital signup opens: 11/27 at 7:00 am – all recitals</td>
</tr>
<tr>
<td>□ Student or studio teacher completes Student Recital Program Form at <a href="https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MPBxW86">https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MPBxW86</a></td>
<td>March 1 or four weeks prior to recital</td>
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Recital Scheduling Instructions

1. Students may schedule recitals as follows by submitting the electronic submission form (no earlier than the times listed below):

**Fall Recitals**

- **September 11, 2023 - 7:00 AM** - All full-length solo recitals (both degree-required full recitals and degree-required half recitals in which two students have arranged to perform together on one recital) may be placed on the calendar.
- **September 13, 2023 - 7:00 AM** - All other degree-required recitals may be placed on the calendar.
- **September 18, 2023 - 7:00 AM** - Elective recitals may be placed on the calendar.
- If a student intends to give a recital during the first five weeks of the fall semester, the request should be made prior to **July 16**.

**Spring Recitals**

- **November 27, 2023 - 7:00 AM** - All degree-required recitals (including MUSA 492 recitals that fulfill requirements for the Jazz Minor) may be placed on the calendar beginning the first day after Thanksgiving break.
- **December 4, 2023 - 7:00 AM** - Elective recitals may be placed on the calendar beginning on Wednesday of dead week of the fall semester.

1. All required recitals must be performed in the Recital Hall or the University Auditorium unless approved by the instructor and the School of Music.
2. Check date availability and, if possible, come up with three date choices.
   - Go to: [https://www.uidaho.edu/class/music/resources/student-resources/student-recitals](https://www.uidaho.edu/class/music/resources/student-resources/student-recitals)
     to see available recital dates and times.
3. Go to [https://uidaho.co1.qualtrics.com/jfe/form/SV_cIVXU6Sj1Kj9A6q](https://uidaho.co1.qualtrics.com/jfe/form/SV_cIVXU6Sj1Kj9A6q) Fill out this LHSOM Recital Scheduling Form and submit **no earlier than the time listed above**. You may not submit prior to the time listed above.
   - All fields with an * are required.
4. **IMPORTANT NOTE**: Recital dates will be assigned on a first-come, first serve basis. Therefore, it is to your advantage to select several possible dates. Student recitals are not normally scheduled on Mondays and Wednesdays.
5. Students should not expect to perform their recital auditions in the Recital Hall or the University Auditorium. The Recital Hall and University Auditorium are reserved for high priority use such as recitals, classes and dress rehearsals. However, if the venue is available on the day prior to the scheduled recital audition, the student may request to schedule the event via the LHSOM Scheduling Form ([https://forms.gle/gNaGbA92UcAQV3a7](https://forms.gle/gNaGbA92UcAQV3a7)).
6. Students may reserve the Recital Hall or University Auditorium for one performance and for a dress rehearsal equal to two times the length of the recital.

Have questions about your program? Email musicprograms@uidaho.edu.
Recital Audition Form (Undergraduate and Graduate)

Name ____________________ Performing Medium ____________________ Date ___________

_____ Undergraduate Recital
_____ Graduate Recital

Recital date: ________________
Recital audition must be completed by: ________________

1. Live recital auditions must take place at least two weeks before the recital date. Exceptions will not be made. If the recital audition does not take place at least two weeks prior to the recital, the recital will be canceled.

2. All music must be fully prepared and rehearsed at the time of the audition. The committee may select excerpts for the audition. However, all works must pass the audition and the program may NOT change after the audition.

3. The student will submit a recital program form to the program creator by October 10 in the fall and March 1 in the spring. For more information, go to the published guidelines at http://www.class.uidaho.edu/music/content/recitalguidelines.asp. The student also will distribute to the committee a completed recital program at the time of the audition. The program must include all titles, composers, composer dates, music dates (for 20th century works), opus numbers and performers for each work and the recital date and time. The final program will be proofread by the performer’s instructor.

4. The student is responsible for coordinating the audition in conjunction with his/her instructor. Undergraduates - The jury must include the candidate’s instructor and at least two other faculty members of that area. Graduates – The jury must consist of your graduate committee. The director of the school may also serve in case of an emergency. Immediately after the audition, the jury will discuss the audition and vote. Majority rule will prevail.

5. Required recital length: 20-25 minutes of music (half recital) or 45-50 minutes of music (full recital). Recitals must meet this time requirement for approval.

6. If the audition does not pass, it may be rescheduled no sooner than two weeks later assuming the recital can also be rescheduled.

All faculty members who vote must sign below:

_____ Official LHSOM Recital Program Submitted (must be submitted to pass the Recital Audition)

_____ Approved for recital
_____ Not approved for recital

1. ___________________________________

2. ___________________________________

3. ___________________________________
Recital Audition - Comments for Student
Lionel Hampton School of Music

Performers Name: ____________________________  Date of Recital Audition: ____________

Name of instructor providing comments: ____________________________

Comments regarding tone quality, technique, rhythm, intonation (if applicable), interpretation and presentation.
Please turn in 1 stage diagram for each stage shift to the Production Crew mailbox the day prior to performance date.

*For optimal recording, arrive 45 minutes prior to the performance for a sound check.*

STAGE DIAGRAM FOR: ____________________________________________________________

DATE OF PERFORMANCE: ________________________________________________________

House will open no later than 15 minutes prior to the performance and 20 if a large crowd is expected

I WILL BE RESPONSIBLE FOR MY OWN SHIFT(S) ____________

Please use the following symbols:

Chair = X  Stool = ○  Stand = —  Bench = □

Please check which you will be using:

PIANO
  1925 ___  Steinway___  Harpsichord___

LID
  Tall Stick___  Short Stick___  Tall Block___  Short Block___  Closed___  No Lid___

ORGAN LIGHT
  On___  Off___

Special Equipment: (CD player, Playback, etc.) __________________________________________

To indicate the position of objects relative to the brass center-stage mark

August 15, 2023