



University of Idaho

Lionel Hampton School of Music

Student Recital Handbook

Fall 2023 and Spring 2024

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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>.

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.

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.
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LHSOM Recital Scheduling Checklist – Fall 2023

	Task	Deadline
<input type="checkbox"/>	Register for studio instruction/composition	Second Monday of classes
<input type="checkbox"/>	Register for recital: MusA 490 (half recital), MusA 491/591 (full recital), MusA 492/493/590 (elective recital) or MusC 490/590 (composition recital).	Second Monday of classes
<input type="checkbox"/>	Check date availability and discuss possible dates with studio instructor <ul style="list-style-type: none"> Review list of available recital dates and times at https://www.uidaho.edu/class/music/resources/student-resources/student-recitals 	Before 9/15
<input type="checkbox"/>	Fill out and submit LHSOM Recital Scheduling Form https://uidaho.co1.qualtrics.com/jfe/form/SV_c1VXU6Sj1Kj9A6g	Recital signup opens: 9/11 at 7:00 am – required full 9/13 at 7:00 am – required half 9/18 at 7:00 am – elective
<input type="checkbox"/>	Student or studio teacher completes Student Recital Program Form at https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MPBxW86	October 1 or four weeks prior to recital, whichever is earliest date
<input type="checkbox"/>	Schedule recital audition with help of studio instructor	Four to six weeks prior to recital
<input type="checkbox"/>	Recital Audition <ul style="list-style-type: none"> Bring Recital Audition Form Bring proofed recital program 	At least two weeks prior to recital
<input type="checkbox"/>	Schedule dress rehearsal	At least two weeks prior to recital
<input type="checkbox"/>	Complete Stage Diagram (https://www.uidaho.edu/class/music/forms/studentforms)	Two days prior to recital
<input type="checkbox"/>	Check-out key for dress rehearsal (if instructor does not have one or does not have piano key)	Day of - if weekday Friday – if weekend
<input type="checkbox"/>	Return key for dress rehearsal (if instructor does not have one)	Day after - if weekday Monday – if weekend

All forms are available at <https://www.uidaho.edu/class/music/student-resources/student-recitals>.

LHSOM Recital Scheduling Checklist – Spring 2024

	Task	Deadline
<input type="checkbox"/>	Register for studio instruction/composition	Second Monday of classes
<input type="checkbox"/>	Register for recital: MusA 490 (half recital), MusA 491/591 (full recital), MusA 492/493/590 (elective recital) or MusC 490/590 (composition recital).	Second Monday of classes
<input type="checkbox"/>	Check date availability and discuss possible dates with studio instructor List of available spring recital dates and times will be available 10/15/23.	Before 11/17
<input type="checkbox"/>	Fill out and submit LHSOM Recital Scheduling Form – Ready on 11/27/23	Recital signup opens: 11/27 at 7:00 am – all recitals
<input type="checkbox"/>	Student or studio teacher completes Student Recital Program Form at https://uidaho.co1.qualtrics.com/jfe/form/SV_29vGTVg9MPBxW86	March 1 or four weeks prior to recital
<input type="checkbox"/>	Schedule recital audition with help of studio instructor	Four to six weeks prior to recital
<input type="checkbox"/>	Recital Audition <ul style="list-style-type: none"> • Bring Recital Audition Form • Bring proofed recital program 	At least two weeks prior to recital
<input type="checkbox"/>	Schedule dress rehearsal	At least two weeks prior to recital
<input type="checkbox"/>	Complete Stage Diagram (https://www.uidaho.edu/class/music/forms/studentforms)	Two days prior to recital
<input type="checkbox"/>	Check-out key for dress rehearsal (if instructor does not have one or does not have piano key)	Day of - if weekday Friday – if weekend
<input type="checkbox"/>	Return key for dress rehearsal (if instructor does not have one)	Day after - if weekday Monday – if weekend

All forms are available at <https://www.uidaho.edu/class/music/student-resources/student-recitals>.

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> to see available recital dates and times.
3. Go to https://uidaho.co1.qualtrics.com/jfe/form/SV_c1VXU6Sj1Kj9A6q 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/gNaGbka92UcAQV3a7>).
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

Performer's 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

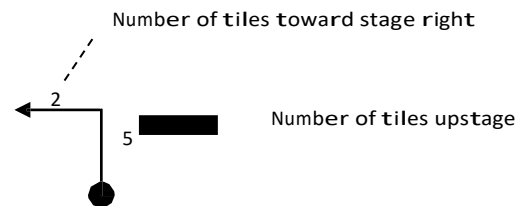
Tall Stick ___ Short Stick ___ Tall Block ___ Short Block ___ Closed ___ No Lid ___

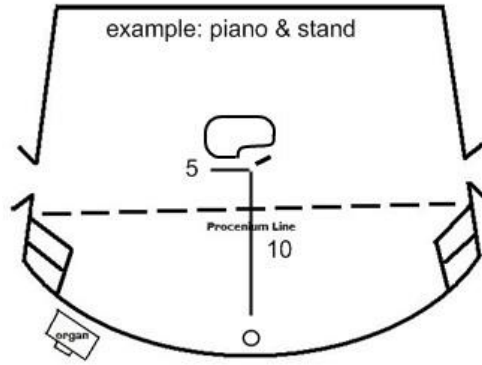
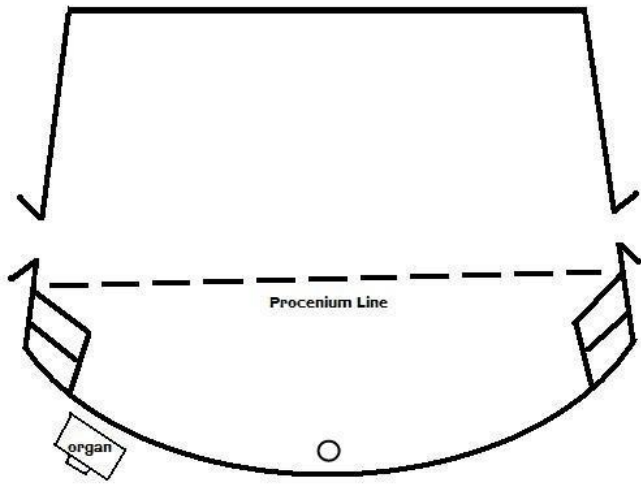
ORGAN LIGHT

On ___ Off ___

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

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





Date Received _____ Initials _____