



Application for Recital

Please complete ALL areas

Administrative Office

Student name:

Instrument/Voice type:

Studio course number:

Instructor name:

Choose your top 3 dates and times: (Please ensure your date/time works for all performers/instructors/accompanists involved. If you want to reschedule your recital you will be moved to the bottom of the queue and there is no guarantee you will be able to change your date)

1.

2.

3.

Email address:

Other performer(s) sharing recital: (Include instrument/voice type)

Please check one: **Graduation Recital**

No Charge

Junior Recital

\$15 receipt from Cash Office received

Signatures:

Instructor

Date

Studio Coordinator

Date

I have read the regulations and procedures pertaining to my upcoming recital and understand the same.

Signature

Music Studio Recital Procedures

Please refer to the Studio Handbook for all regulations pertaining to Junior and Graduation Recitals. Students must adhere to the following procedures when booking and preparing a required recital:

1. Print a copy of the [Recital Application Form](#).
2. Select 3 possible recital dates in consultation with your studio instructor (and your accompanist, if possible) by looking at the available options on the Student Recital Calendar. The studio instructor must sign the form before the form is submitted to the Studio Coordinator.
3. **Junior Recital only:** Each student must pay recital fee (\$15) at the Cash Office before returning your Recital Application Form to the Studio Coordinator. This fee will defray the cost of printing the program.
4. Submit the completed [Recital Application Form](#) to the Studio Coordinator during your assigned booking window (see Studio Handbook). The Studio Coordinator will book the recital and sign the form.

*If all dates selected on the form have already been booked, you must return to your studio instructor to select new dates. Return to the Studio Coordinator for recital booking.
5. Arrange/finalize accompanist booking and arrange for all other performers who may join you on the recital.
6. Complete the “Concert/Recital Information” sheet and return it to the Front of House Manager in the Theatre Box Office.
Junior Recital only: Pay the recording fee (\$35) at the Theatre Box Office, if you want an archival recording.

Please return the form:

- a. Fall recitals – October 1, or not later than 2 weeks before the recital*
- b. Spring recitals – February 1, or not later than 2 weeks before the recital*

*Dress rehearsal bookings will be **denied** if the “Concert/Recital Information” sheet has not been returned to the theatre box office.

7. Schedule dress rehearsals:
 - a. Fall recital – bookings begin October 1
 - b. Spring recitals – bookings begin first day of class in January
8. Create recital poster (optional): Poster template can be found in the Studio Handbook. All posters must be approved by the Studio Coordinator.
9. Complete the [Recital Program Template](#) and email it to music@uleth.ca a minimum of 2 weeks before the recital date.
10. **Junior Recital only:** Final approval by the studio instructor via email to Music Admin minimum 5 business days before the recital.
11. Instructor sign-off on the content and order of the program.
12. Day of the performance: Students should arrive 1 hour before the performance for set-up and warm-up. The sound check will occur 30 minutes before the start of the recital.

Archival recordings of Graduation Recitals (no fee) and Junior Recitals (\$35 fee, paid in advance) will be made available for pick-up at the Theatre Box Office within 30 days of the recital.

Concert/Recital Information

To be given to the Front of House Manager
October 1 (Fall Recital), February 1 (Spring Recital)

Contact Information

Student name: _____ Phone: _____

Email: _____

Date of performance: _____ Time: _____

Concert/Recital Information

Performance location: Recital Hall

Names and instrumentation of all performers including accompanists _____

Arrival time of artist(s): _____ (*Performers must arrive backstage ONE hour prior to performance*)

Piano requested: Robert (old Steinway) ___ Clara (new Steinway) ___

Piano music rack removed: Yes ___ No ___ Are piano moves required: Yes ___ No ___

Page turner: Yes ___ No ___

Required Equipment

Number of music stands: _____ Number and style of chairs: _____

Risers: Yes ___ No ___ Podium/Lectern: Yes ___ No ___ Microphone: Yes ___ No ___

Harpsichord: Yes ___ No ___ Percussion Equipment: Yes ___ No ___ Two Pianos Yes ___ No ___

If 'yes' to any of above, please give details: _____

Miscellaneous

Is audio play back required as a part of the concert: Yes ___ No ___ Provide Detail _____

Is concert to be recorded: Yes ___ No ___

Junior Recital Recording Fee **PAID**

*All Grad Recitals are recorded free of charge. Recordings are **OPTIONAL** for **Junior Recitals** for a fee of \$35 per performer. The \$35 fee is paid to Amanda Berg - U of L Theatre Box Office Manager.*

Will concert be videotaped: Yes ___ No ___ If Yes, the artist(s) must check with House Manager to discuss location of video equipment in the Hall. This service is not provided by Theatre technicians.

Any other special requests:
