

## RECITAL CHECKLIST AND DEADLINES

% Discuss potential dates with your instructor and other participating musicians. Determine ~~at least~~ three (3) possible recital dates and times that correspond to the degree you are pursuing (see below) and list them in order of preference on the Recital Approval Form. Your recital will be scheduled in Chandler Recital Hall unless extenuating circumstances require an alternate venue, which ~~must~~ be approved by the School of Music.

- x BM sophomore instrumental performance, BM junior vocal performance, BM composition, and BME senior recitals : Half-hour recitals; must be scheduled ~~at~~ 4:00-4:30pm or 4:45-5:15pm Mondays and Fridays
- x BM performance senior and graduate recitals : Full-hour recitals; 7:30pm Monday Thursday or 3:00pm Sundays
- x Note: Dress rehearsals

% In the event that you need to cancel your Recital Approval, you must speak with Susan Voslein in the Music Office. Depending on the circumstance, we will determine whether your fee can be applied to your next Recital Approval. DO NOT assume that your fee will automatically be transferred over.

# Recital Approval Form

Please list your top three (3) choices for recital date and time in order of preference:

Recital Date	Time	Venue
1		
2		
3		

Recital Approval Date: \_\_\_\_\_

Please type all of the information below. This form can be filled out electronically and printed.

Last Name: \_\_\_\_\_ Full First Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ ( • Cell; • Home ; • Other )

E-mail Address: \_\_\_\_\_

Applied Lesson Number (MUSA): \_\_\_\_\_

Special Production Requests

Please indicate below if you need any of the following equipment and the number needed:

% Grand pianos (maximum 2) number needed: \_\_\_\_\_

% Music stands (maximum15) number needed: \_\_\_\_\_

% Chairs (maximum15) number needed: \_\_\_\_\_

% Audio needs beyond standard recording. Describe below:

Program Information

Provide the information below on a separate page and email a copy (PDF or MS Word) to [music@odu.edu](mailto:music@odu.edu) with the subject line: **V X E M H F W 3 5 H F L W D O \$ S S U R Y D O**

\*This information must be approved and signed by your applied teacher. \*

Timing - List the exact minutes and seconds of each movement, as well as the total recital time.

Title ± If the work has more than one movement, indicate the number and titles or tempo markings of each movement you are playing. If from a larger work such as an opera or oratorio, indicate the title of the larger work as well as the individual song. If a recitative or aria, indicate this as well.

Composer ± Complete the first and last names of the composer, as well as the birth and death dates. If composer is still living, indicate birth year only (for example - b.1943). If an arrangement /transcription, in **G L F D W H R D J U 1 W U D Q V** before the full name.

Translations ± Vocalists need to include all translations on a separate sheet typed in 12pt, Times New Roman font. Translations should also be submitted electronically in Word doc format via email to [music@odu.edu](mailto:music@odu.edu).

For example:

(3:20)	Chanson et Passepied Op. 16	John Doe, Saxophone	Jeanine Rueff (1922 - 1999)
(5:57)	Brilliance		Ida Gotkovsky (b.1933 )
(1:36 )	I. Declame		
(1:43)	II. Desinvolte		
(2:38)	III. Dolcissimo		
(2:31)	Syrinx		Claude Debussy (1862 - 1918) trans. Jean-Marie Londeix
(5:57)	Una voce poco fa from Il barbiere di Sivilia		Gioachino Rossini (1792 - 1868)
Total Time: (17:45 )			

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