Lewis & Clark Department of Music
A Guide to Planning Your Senior Degree Recital

> If you are planning to present a Senior Degree Recital
> for credit as your Senior Project, you must register for MUS 490
> during the semester the recital is presented.

1. **Connect with your academic advisor to identify who is on your recital committee**
   - Recitals for credit are graded by a committee of three music faculty members who will be assigned to you.

2. **You will be contacted by the Performance Events Coordinator (PEC) and given a list of recital dates in various Lewis & Clark venues**
   - Reach out to your primary lesson teacher and each member of your recital committee and identify all of the dates that work for all of you. **Each member of your recital committee must be able to attend your recital.**
   - **Your senior degree recital should be completed <u>prior</u> to April 10th.** This will ensure that you're eligible to be considered for Honors.
   - Communicate to the Performance Events Coordinator your <u>first</u> and <u>second</u> recital date preferences. Dates and venues are all available on a first-come, first-served basis, so do this as early as possible.
   - This step should be completed approximately nine months in advance of your recital.

3. **Schedule your Senior Recital Review**
   - Once your recital date is confirmed by the Performance Events Coordinator, schedule a date for your senior recital review (see #9 for more information on what the review entails).
     - Your senior recital review should occur **roughly** three weeks before your recital date.
     - Your committee members are required to be in attendance, so discuss available times and preferred locations with them <u>before</u> scheduling with the Performance Events Coordinator

- Composition recital reviews are completed digitally. Students preparing a composition recital should send scores of all works, as well as any available recordings, to the Senior Project Director and all members of the committee no later than one month before the recital.
  - This step should be completed immediately after your recital date is confirmed.

4. Schedule your Dress Rehearsal
  - The dress rehearsal should take place 1-3 days before your recital date in the same venue as your recital. Your primary lesson teacher must be able to attend; recital committee members are allowed to attend your dress rehearsal, but not required. If they plan on attending, please **discuss available dates <u>before</u> scheduling with the Performance Events Coordinator**
  - Once you've identified a few dates that work for your dress rehearsal, reach out to the Performance Events Coordinator so they can check availability and schedule it.
  - This step should be completed immediately after your recital date is confirmed.

5. Complete Event Logistics Form
  - On the *Event Logistics Form for Senior Degree Recitals*, you will be asked for the details specific to your Recital, including:
    - Title of recital
    - Arrival time in venue
    - Time of sound check
    - AV needs
    - Performance start/end times
    - Equipment needed (ie: how many chairs/music stands, piano, sound shells, etc.)
    - Room setup
    - Recording requests
    - Whether you'd like to have a reception
    - A short blurb about your event
  - There are a LOT of questions and information on this form. Do not hesitate to reach out to the Performance Events Coordinator if you need any clarification.
  - This step should be completed approximately two months in advance of your recital.

6. **Begin compiling program information**
   - You will need to bring <u>three copies</u> of the first draft of your program to your senior recital review for your committee members to review, so it is best to start this process as early as possible
   - If you haven't already started, you should begin putting your program together at least two months in advance of your recital. Be sure to read through the *Program Formatting Guide* and log into ProBuilder so that you can get started ASAP. If you have any issues, connect with the Performance Events Coordinator right away.

7. **Design your poster (optional)**
   - If you wish to have one, please review the *Poster Layout Guidelines* before designing it. You should aim to have your posters up two weeks before your recital.

8. **Plan Recital Attire**
   - A recital is a representation of your work as an artist, but it is also a representation of the College and the Department of Music. Formalwear is mandatory. Wear your performance attire to your review so that it can be approved by your teacher.

9. **Senior Recital Review**
   - Your senior recital review will likely happen about three weeks prior to your recital date. The purpose of the review is to ensure that you are on track for your recital performance. If you do not pass your review, you will be given one additional chance to do so; this follow-up review must happen no less than two weeks before your recital. You are responsible for making sure your committee members are all available for the second review date. In this scenario, communicate the committee's availability with the Performance Events Coordinator as soon as possible to schedule a second recital review date.
     - If you do not pass your second review, you will not be allowed to present your recital and must confer with your music advisor to reschedule. It is the responsibility of your advisor to notify the Performance Events Coordinator and the music faculty that your recital has been canceled.
   - **Composers:** You must send digital copies of all of the scores that will be performed on your recital to your Committee Members (if sound recordings are available, please send those as well) no later than one month prior to your recital.
   - Bring three copies of your program to give to your recital committee the day of your review. Afterwards, work with your teacher to edit the program as necessary. Email the final program as a PDF to the Performance Events Coordinator <u>at least two weeks prior to your performance date</u> (but preferably sooner). **If the PEC**

**does not receive your final program two weeks in advance of your recital, you
will be responsible for producing the printed programs yourself.**

10. **Finalize Recital Logistics**
    - After your recital review, connect with the Performance Events Coordinator to confirm all is ready for your recital:
        - Arrival times are correct
        - Any rehearsals in your performance space are scheduled and confirmed with the PEC
        - Venue/piano unlocks are arranged (if necessary)
        - AV is arranged (if necessary)
        - Recording is arranged
        - Reception space is reserved (if applicable)

SENIOR RECITAL PLANNING
CHECKLIST

☐ Connect with your Academic Advisor & Recital Planning Committee

☐ Schedule Recital Date

☐ Schedule Recital Review Date (note: Composition reviews are done differently. Please refer back to #3 for more details)

☐ Schedule Dress Rehearsal (if needed)

☐ Register for MUS 490

☐ Complete *Event Logistics Form for Senior Degree Recitals*

☐ Create Program

☐ Design Poster (optional)

☐ Senior Recital Review

☐ Finalize Program - Submit to Performance Events Coordinator

☐ Dress Rehearsal

☐ Senior Degree Recital Performance