



Name _____ Submission Date _____

Due by the end of week one of quarter prior to recital

I request approval of: Junior Recital Minor Recital

Proposed Recital Date and Time _____ Location _____

Ordered list of repertoire, including exact timings per piece and total program length:

Accompanist _____

Other Assisting Performers (identify their repertory) _____

Room 126 for a reception? YES NO

I have read the **Recital Guidelines** on the next page and understand that I am responsible for all fees applicable to this performance.

I request the following services [*Unless otherwise noted, payments are made via the CP Portal-Money Matters tab (RECITAL)*]:

- Piano/Fortepiano Tuning (*payable to dept., see p. 2*) ~ \$105 _____
 - Recording - basic service (*optional*) \$75 _____
 - Extra recording services (*see Recording Request form*) ~\$50 _____
 - Programs/Publicity (*required*) \$50 _____
 - Lighting (*see reverse for exceptions*) No Charge (N/C) _____
 - Accompanist (*payable to the accompanist*) \$250-\$350 base _____
- Total: \$ _____

Student's Signature _____ Date _____

Student Secures Appropriate Signatures Before Submitting This Form

This proposed recital, date, location and accompanist meets my approval.

Applied Teacher Signature _____ Date _____

Department Use Only

This recital proposal has been reviewed and approved.

Student Faculty Advisor Signature _____ Date _____

Recital Coordinator's Signature _____ Date _____

Junior/Minor Recital Guidelines

- Program Notes are not required for junior recitals or music minor recitals. Consult with your advisor regarding the content and structure of your program. You are strongly encouraged to plan a joint recital with other juniors or minors. The required forms, which need to be completed as soon as a recital has been scheduled, are the **Junior/Minor Recital Form** and **MU 400 Enrollment Request Form** (if program notes are involved). If you wish to have your recital recorded by department personnel, please complete the **Recording Services Request Form** (see #4).
- Programs and publicity posters will be printed in a standard departmental format, and all information must be sent via e-mail (in Microsoft Word) to music@calpoly.edu **six weeks prior to your recital**. In addition to the ordered list of works and movements to be performed, include composers' first and last names, their birth and death dates, complete titles of works and movements, full names and instruments of assisting performers and special acknowledgements. If program notes are desired, they must be supervised by a department music historian as a separate MU 400 project, and must be fully approved one month before the performance. The printing fee includes 15 flyers and 100 programs. If additional programs are desired, the student can pay an extra fee to the department office or the student will be given a master copy of the program layout from which additional copies may be made at his/her own expense.
- You should prepare for the following expenses and pay to the department via the CP Portal-Money Matters tab (RECITAL), unless otherwise noted:
 - Piano/Fortepiano Tuning \$105
 - Recording - basic service (*optional*) \$75, paid to department or arranged privately
 - Extra recording services ~\$50
 - Programs/Publicity (*required*) \$50 paid to department
 - Lighting (*see reverse for exceptions*) No Charge (N/C)
 - Accompanist (*payable to accomp.*) \$250-\$350 base
- You will want to delegate someone to act as a "house manager" for you (someone to pass out programs, set up chairs/stands for assisting performers, open the door for you as you enter and exit, and in general look after you).
- The Music Department will allow you to use Room 218 free of charge for your recital (check on the room's availability before scheduling your recital date). If you hold your recital on campus, and want to host a reception, you may use Room 126. There is a \$50 key deposit for each room key, which will be returned to you upon return of the key(s) and confirmation that the rooms were left in the same condition in which they were found. Please delegate a "clean-up crew" of reliable friends or family, for you are responsible for returning the rooms to their previous (tidy) condition. If you wish to perform in an off-campus venue, the department must approve the location and date, to ensure that your recital does not conflict with other departmental events. Please see the Senior Project Coordinator to determine if a particular location is eligible before submitting your paperwork. The off-campus location must be within a reasonable proximity to Cal Poly, and please be aware that off-campus locations may result in higher expenses -- hall rental, a larger recording fee, and so on. All arrangements for off-campus venues must be handled by you.
- The Music Department will allow you to use Room 218 free of charge for your recital (check on the room's availability before scheduling your recital date). If you choose to hold your recital on campus, and want to host a reception, you may use Room 126. There is a \$50 key deposit (per room), which will be returned to you upon return of the keys and confirmation that the rooms were left in the same condition in which they were found. Please delegate a clean-up crew of reliable friends or family, for you are responsible for returning the rooms to their pre-reception condition. You may request to perform in an off-campus location, but the department must still approve the location and date, to ensure that it does not conflict with other departmental events. The off-campus location must be within a reasonable proximity of Cal Poly, and please be aware that this may result in higher expenses — hall rental, a larger recording fee, and so on. All arrangements for off-campus venues must be handled by you. (See Senior Recital Guidelines.)
- You will want to delegate someone to act as a "house manager" for you (someone to pass out programs, open the door for you as you enter and exit, and in general look after you).

Applicable Music Department fees are due to the music office **one month prior to your recital**.

- The Music Department's recording fee covers the on-campus expenses of producing an archival CD recording. If you want extra services (additional copies of the recording, off-campus recording, etc.), the fee will be higher. You are not required to have a junior or minor recital recorded. You may choose to have your recital recorded by someone else, in which case you would make your own arrangements, and the expenses may vary.
- All recitalists need to budget for recording and programs/publicity expenses as detailed. If you will use a keyboard instrument, it must be tuned, and if you will use an accompanist, that person will determine your fee based on the difficulty of your repertory and the number of rehearsals. (Note: Your accompanist must be department-approved, and you will pay your accompanist directly.) Payment for all other required services can be made via the Cal Poly Portal-Money Matters tab (RECITAL).
- The Music Department's recording fee covers the on-campus expenses of producing an archival digital recording. An extra fee is charged for off-campus or non-Music Department campus venues. Extra services, including additional copies of the recording, will also increase the basic recording fee.
- Your accompanist is a very important contributing factor to the success of your recital. The Music Department maintains a list of approved professional accompanists; you must ensure that your accompanist is available on your proposed recital date.
- As noted above, piano tuning is required if you are using a piano for your recital. Payment is made online through the Cal Poly Portal-Money Matters tab, under (RECITAL). The department will help coordinate the scheduling of the tuning with the piano technician.