

UNIVERSITY OF NEBRASKA KEARNEY  
DEPARTMENT OF MUSIC & PERFORMING ARTS

# **RECITAL PACKET**

## **Instrumental**

STUDENT RECITAL CHECKLIST  
RECITAL HEARING FORM  
TAPING REQUEST FORM

\*See music office for sample program formats

# DEPARTMENT OF MUSIC & PERFORMING ARTS

## STUDENT RECITAL CHECKLIST

### **Semester Prior to Recital**

- \_\_\_\_\_ Pick up *Student Recital Packet*
- \_\_\_\_\_ Pass *Advanced Standing* to schedule Junior or Senior Recital
- \_\_\_\_\_ Pass *Piano Proficiency Examination* (BM Senior Recital)
- \_\_\_\_\_ Fill out *Room Reservation Request Form\** for recital date and time  
Form must be signed by the applied instructor

### **One Month Prior to Recital (Composition)**

- \_\_\_\_\_ Turn in to committee suggested program
- \_\_\_\_\_ Turn in to committee all completed, bound scores and parts
- \_\_\_\_\_ Secure all performers and arrange rehearsal times; prepare rehearsal schedule

### **One Month Prior to Recital (Instrumental, Piano, Vocal)**

- \_\_\_\_\_ Schedule *Recital Hearing* (at least three area faculty)
- \_\_\_\_\_ Fill out appropriate *Recital Hearing Form* (Instrumental, Piano, Vocal)
- \_\_\_\_\_ Fill out *Room Reservation Request Form\** for *Recital Hearing*

### **Two-Week Deadline**

- \_\_\_\_\_ Perform *Recital Hearing* (Instrumental, Piano, Vocal)
- \_\_\_\_\_ Hand in signed *Recital Hearing Form* (Instrumental, Piano, Vocal)
- \_\_\_\_\_ Payment of *Recital Fee* of \$40 to: Department of Music and Performing Arts  
Memo: Recital Production Cost
- \_\_\_\_\_ Complete *Recital Program* with applied instructor
  - Use appropriate format
  - See sample programs in packet
  - The back of the program may be used for program notes/translations
- \_\_\_\_\_ Hand in completed *Recital Program* for printing  
Program must be approved by private instructor prior to printing
- \_\_\_\_\_ Hand in *Taping Request Form*. Failure to meet this deadline will incur a **\$15 late fee**. The recital will not be recorded if the request form and required payment is not submitted.

### **One Week Prior to Performance**

- \_\_\_\_\_ Proofread *Recital Program*
- \_\_\_\_\_ Arrange for stage crew if necessary
- \_\_\_\_\_ Schedule a dress rehearsal

\*Available in the Music Office

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## DEPARTMENT OF MUSIC & PERFORMING ARTS

### RECITAL HEARING FORM – INSTRUMENTAL

Name \_\_\_\_\_ Date \_\_\_\_\_

Applied Instructor \_\_\_\_\_ Recital Date \_\_\_\_\_

Instrument \_\_\_\_\_ Hearing presented 14 or more days prior to recital date.

Degree Recital (required): \_\_\_\_\_ BM – Performance \_\_\_\_\_ Junior Recital

\_\_\_\_\_ Senior Recital

Non-Degree Recital (elective) – Degree Program \_\_\_\_\_

Program: Please Attach

Assessment: 3 - Commendable 2 - Acceptable 1 – Needs Attention (name piece(s) as appropriate) 0 – Unacceptable

SKILL	RATING	COMMENTS
Musical Accuracy		
Tone		
Intonation		
Technique		
Interpretation		
Musicality		

TOTAL \_\_\_\_\_ Passing Score: 9 (No “0” in any category) Pass \_\_\_\_\_ Fail \_\_\_\_\_

AREA FACULTY \_\_\_\_\_  
 \_\_\_\_\_

ADDITIONAL COMMENTS:

DEPARTMENT OF MUSIC & PERFORMING ARTS  
**TAPING REQUEST FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEGREE PROGRAM \_\_\_\_\_

CIRCLE ONE: JUNIOR RECITAL      SENIOR RECITAL      STUDENT RECITAL (non-degree)

VOICE/INSTRUMENT \_\_\_\_\_

DATE OF PERFORMANCE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_

OTHER PERFORMERS \_\_\_\_\_

PROGRAM – include number of movements, timings for each piece, intermission (you may attach your recital program)

PIECE:

TIMING:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OTHER PERTINENT INFORMATION:

***ONE STUDENT CD IS PROVIDED WITH RECITAL PRODUCTION COST***

REQUEST FOR ADDITIONAL RECORDINGS:

NUMBER OF CDs: \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_