

The background of the entire page is a close-up, slightly blurred photograph of a musical score. It shows several staves of music with various notes, rests, and a treble clef. The lighting is soft, creating a warm, artistic atmosphere.

**San José State University**

# Music Student Recital Packet

**2019-20**



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## Requirements for Student Recital Programs

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1. The \$30 reservation fee includes 60 recital programs to be printed by the School of Music & Dance Office. You are responsible for providing drafts for these forms and proofreading and finalizing your programs.
2. The School of Music & Dance Office produces the recital programs. The deadline for submitting your proofread, approved program copy is a **minimum of three weeks prior to your recital**. You must use this link to complete your program: [https://sjsu.qualtrics.com/jfe6/form/SV\\_cC0s8JnBRCE60V7](https://sjsu.qualtrics.com/jfe6/form/SV_cC0s8JnBRCE60V7)
3. Your program must include the following:
  - your name
  - date and time of recital
  - type of recital (Junior/Senior/Graduate and voice/instrument)
  - location
  - instructor's name
  - program order or set list (with composers and dates, if applicable)
4. You are responsible for your recital posters, program notes, and translations.
5. When notified, come to Music Room 165 to approve a hard copy of your final program proof.
6. Collect your programs from the main Office.

**Penalty late fees:** Our graphic designers build up a queue of work during the concert season, and rush jobs are an extreme inconvenience to them. Therefore, late recital programs will be met with a late fee determined by the time at which it is received:

- **two weeks** before concert costs **\$15**;
- **one week** is **\$30**;
- **the day before or of your recital** will cost you **\$60\***

*\*There will be no guarantee that you will receive the programs in time for your performance.*

I have read and understood the above statements:

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Name (printed)

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Signature



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## Student Recital Request Form

Return this form completed with the *Reservation Deposit Form, reservation deposit,* and a *typed copy of your program* to reserve your recital date.

NAME OF PERFORMER: \_\_\_\_\_ SJSUID: \_\_\_\_\_ MUSIC USE FEE: PAID/NOT PAID \_\_\_\_\_

APPLIED AREA (VOICE MAJORS, SPECIFY VOICE TYPE): \_\_\_\_\_

DATE PIANO PROFICIENCY WAS PASSED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ RECITAL TYPE (CIRCLE ONE)

JUNIOR BM      SENIOR BA  
SENIOR BM      GRADUATE

APPLIED INSTRUCTOR: \_\_\_\_\_

INSTRUCTOR EMAIL: \_\_\_\_\_

DESIRED RECITAL DATE: \_\_\_\_\_

RECITAL \_\_\_\_\_

LOCATION: SIGNATURES OF APPROVAL:

1. \_\_\_\_\_

2. \_\_\_\_\_

Applied instructor (required of all recitals)

Second instructor (required for Senior and Graduate recitals)

3. \_\_\_\_\_

4. \_\_\_\_\_

Advisor (required of all recitals)

Accompanist (required if applicable)

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### Recital Hearing: Required for Senior Recitals and Some Junior Recitals (check with your Area Coordinator)

HEARING DATE (MUST BE 4 WEEKS PRIOR TO RECITAL): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HEARING RESULTS (CIRCLE ONE): PASSED / NOT PASSED \_\_\_\_\_

FACULTY SIGNATURES

1. \_\_\_\_\_

2. \_\_\_\_\_

Applied instructor

Second Attending Instructor

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### Recital Approval (Completed after the recital has taken place)

Signatures acknowledge that the recital described above has occurred and met the standards of the SJSU School of Music & Dance

1. \_\_\_\_\_

2. \_\_\_\_\_

Applied instructor

Second Attending Instructor

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### Director Approval

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student Recital Reservation Form



NAME(S):

APPLIED INSTRUCTOR:

EMAIL:

PHONE:

INSTRUMENT:

LEVEL: DEGREE:

RECITAL DATE:

SEMESTER/YEAR:

LOCATION:

RECITAL TIME:  1:30 (12-3PM)  4:30 (3-6PM)  7:30 (6-9PM)

JOINT RECITAL? IF SO, WITH WHOM?:

PIANO SELECTION

OTHER INSTRUMENTS



**MUSIC OFFICE ONLY**

**RESERVATION FEE \$30** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **CASH**

**CONCERT MANAGER FEE \$** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **CASH**

**CLEANING DEPOSIT: \$100** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **CASH**

**PAID RECITAL FEES:** \_\_\_\_\_ **BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROGRAM DEADLINE** \_\_\_\_\_



**USE THIS DIAGRAM TO DRAW YOUR PREFERRED INITIAL STAGE SET-UP**

*leave the stage as shown in the diagram when your recital is over*

