



**NORTHEASTERN  
STATE UNIVERSITY**

**Department of Music**

**Recital Procedures**

# General Recital Information

This packet is intended to be a student guide to planning, preparing, and executing a degree recital for the Department of Music. The following are the requirements for degree recitals.

## Junior Recital (Performance/Jazz Studies and Commercial Music)

**OR**

## Senior Recital (BME)

- 25 minutes of music (music only, no breaks or intermission) approved by your studio professor
- Enrolled in MUS 4xxx Applied Lessons
- Enrolled in MUS 3031(Performance) OR MUS 3230 (Jazz Studies/Commercial Music) or MUS 3030 (BME)
- Pass recital hearing 30 calendar days prior to date of recital

## Senior Recital (Performance/Jazz Studies and Commercial Music)

- 50 minutes of music (music only, no breaks or intermission) approved by your studio professor and improvisation instructor (as applicable)
- Enrolled in MUS 4xxx Applied Lessons
- Enrolled in MUS 4031(Performance) OR MUS 4740 (Jazz Studies/Commercial Music)
- Enrolled in MUS 4931 (Jazz Studies/Commercial Music)
- Pass recital hearing 30 calendar days prior to date of recital

## Recital Committee

- Recitals must have at least two full time music faculty
- One of these must be either applied studio professor or jazz improvisation professor
- Students are expected to invite faculty to serve on their recital committee via email at least 60 days before the scheduled recital hearing

# Planning for Your Recital

*Recital preparation and scheduling are the responsibilities of the student*

- **One academic year prior to anticipated recital**
  - In coordination with your applied studio professor, schedule a date for your recital and dress rehearsal
    - Available recital halls are the Center for the Performing Arts and Jazz Lab
    - Off-campus locations are permitted but must be approved by recital committee
- **One semester prior to anticipated recital**
  - In coordination with your applied studio professor, develop your recital program and begin musical preparation
  - Hire recital accompanist(s) and any other personnel required
- **60 days prior to anticipated recital**
  - Form recital committee
  - Schedule recital hearing
    - This includes scheduling performance space for hearing and should be done through the department secretary
  - Schedule rehearsals with recital accompanist(s)
  - Submit program information to applied studio professor/jazz improvisation professor
- **30 days prior to anticipated recital**
  - Recital hearing
    - Bring completed Recital Hearing Form with attached repertoire sheet
    - Bring copies of your music for your committee (if required by the committee)
  - Final rehearsals should be scheduled at this point
- **10 Days prior to recital**
  - Submit recital technical form to Music Facilities Manager
- **Week of the recital**
  - Dress rehearsal
- **Day of recital**
  - Arrive at least one hour before performance time for soundcheck
  - Formal dress attire for all performers
  - **PERFORM YOUR RECITAL**

## **Required Forms**

- Recital Technical Form
- Stage Plot
- Recital Hearing Form
- Repertoire Sheet

# Sample Repertoire Sheet

Rusty Shackelford  
Senior Recital  
April, 10 2022  
Sunday, 3pm  
Jazz Lab

Groove Merchant Thad Jones  
(1923-1986) arr by Jackson Washburn

Sonata for Trumpet and Piano Eric Ewazen  
Lento-Allegro molto (b. 1954)  
Allegretto  
Allegro con fuoco

Nuttville. Horace Silver  
(1928-2014)

Ms.-Our-Eye. Jackson Washburn  
(1999)

Driftin' Herbie Hancock  
(1940) arr by Jackson Washburn

Invitation Bronislaw Kaper  
(1902-1983)

DeBussin Jackson Washburn  
(1999)

Rusty Shackelford, trumpet and flugelhorn  
Thelonius Bartok, tenor sax  
Hal Galperson, piano  
Boots Randolph, bass  
Brennan Washburn, drums  
Dylan Ward, trombone

## Stage Plot (sample)

**X (drums)**  
**X piano** **X bass**  
**X trumpet** **x saxophone**

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**Front of stage**

## Recital Technical Form (Sample Form)

This form must be signed and turned in to Megan AT LEAST 10 days prior to your dress rehearsal.

Turn in hard copy to FA 120, or email PDF to [gasca@nsuok.edu](mailto:gasca@nsuok.edu)

If you have questions about this form or need help, please set a meeting with Megan.

**Group/Performer Name:** Rusty Shackelford

**Performance Date and Time:** Thursday, October 14<sup>th</sup>, 2023

**Box Office will open at:** Example: 6:30pm (30 minutes prior to recital time)

*\*Box Office (if applicable) will open one (1) hour prior to event start time. You are responsible for arranging box office workers unless the event is held through the Vendini ticketing system.*

*\*The House doors will be opened by the CPA Tech Crew 30 minutes prior to performance start time. Megan/CPA Crew are the only individuals who can approve an early opening the night of the event.*

**Known Dress Rehearsal Dates:**

#1 Dress Rehearsal -                      Date: Tuesday, October 12th                      Time: 7pm

#2 Dress Rehearsal -                      Date: \_\_\_\_\_                      Time: \_\_\_\_\_

If more than two dress/tech rehearsals are needed please place additional dates and times here:

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**Venue** (please circle)                      CPA                      Jazz Lab

**Piano?** (please circle)                      Yes                      No

**Total Number of Musicians:** 5

**Instruments to be performed:**

Trumpet  
Saxophone  
Piano  
Bass  
drums

**Music Stands**                      Number 4

**Chairs**                                Number 0

**Monitors**                            Number 2

### **Attach to this form:**

The form is not complete and **will not be approved** without these items attached.

- Stage Plot (mic and music stand arrangement)
- Performance Program (Title of pieces, in order, with performers listed)

### **Approval Signatures (REQUIRED)**

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Megan Gasca - Facilities Manager

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Music Dept. Chair



Northeastern State University  
Department of Music  
Recital Hearing Form

Name :

Level (circle): Half Recital          Full Recital

Degree Program: BME \_\_\_ BA Music (Performance) \_\_\_ Jazz Studies \_\_\_

Date of Audition:

Planned date of recital:

Pieces performed:    (List here or attach separate sheet)

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Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved for recital presentation: YES      NO

Faculty Present:      \_\_\_\_\_      \_\_\_\_\_  
                                 \_\_\_\_\_      \_\_\_\_\_

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Piano? (please circle)                      Yes                      No

**Total Number of Musicians:**

Instruments to be performed:

Music Stands                      Number \_\_\_\_\_

Chairs                                Number \_\_\_\_\_

Monitors                            Number \_\_\_\_\_

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**Approval Signatures (REQUIRED)**

\_\_\_\_\_  
Megan Gasca - Facilities Manager

\_\_\_\_\_  
Music Dept. Chair