

# 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.

### SEPTEMBER

- 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
  
- You will be contacted by the Performance Events Coordinator and given a list of recital dates in various Lewis & Clark venues
  - TO DO:
    - Review list of dates
    - **Discuss available times with your Recital Committee BEFORE scheduling with the Performance Events Coordinator.** Your Recital Committee are required to be in attendance for your Senior Degree Recital
    - Communicate to the Performance Events Coordinator your first and second recital date preferences as early as possible to be considered for your desired date and location
  
- Schedule your Senior Recital Review
  - Once you have your recital date selected and confirmed by the Performance Events Coordinator, you will need to schedule a date for your Senior Recital Review
  - FYI:
    - Senior Recital Review occurs 3 weeks before your recital date
    - Your committee members are required to be in attendance, so you will need to discuss available times and preferred locations before scheduling with the Performance Events Coordinator
    - Composition Recital Reviews are completed digitally
  - TO DO:
    - **Discuss available times with your Recital Committee BEFORE scheduling with the Performance Events Coordinator**
    - Confirm date, time, and location of Recital Review with Performance Events Coordinator

- Schedule your Dress Rehearsal
  - FYI:
    - The Dress Rehearsal should take place 1-3 days before your recital date
    - The Dress Rehearsal should happen in the venue you will be performing your Senior Degree Recital
    - Recital Committee Members are allowed to attend your Dress Rehearsal. If they plan on attending, please **discuss available dates before scheduling with the Performance Events Coordinator**
  - TO DO:
    - Discuss available times with your Recital Committee
    - Communicate to the Performance Events Coordinator the available dates so they can check availability in the venue
    - Confirm date, time, and location of Dress Rehearsal with Performance Events Coordinator

## NOVEMBER

- For Spring recitals, register for MUS 490
- The Performance Events Coordinator will send a confirmation email with your scheduled dates to you and your Recital Committee
- Complete *Event Logistics Form for Senior Degree Recitals*
  - FYI:
    - The Performance Events Coordinator will send you the link to this online form
    - On this form, you will be asked for the details specific to your Recital:
      - Title of concert, 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 set up, recording requests, if you'd like to have a reception, a short blurb about your event, etc.
    - 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.

## JANUARY

- Begin compiling program information
  - FYI:
    - You will need to bring three copies 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

- TO DO:
  - If you haven't already started, you should begin putting your program together at this point
  - Things to gather:
    - Titles and movements, composers (including accurate birth/death dates), program notes, any text and/or translations, your biography, and any acknowledgements you'd like to include
  
- Design your poster
  - FYI:
    - Senior Degree Recital posters are to be provided by the student giving the recital. You may have a friend design this for you, but please be sure the poster includes:
      - "Lewis & Clark Department of Music Presents"
      - The title of your recital
      - "a Senior Degree Recital by (your name)"
      - Day, date, year
      - Time
      - Venue
      - "Free" or "Free to Attend" or "Free and Open to the Public"
    - The Department of Music will cover the cost of printing your posters
    - The Performance Events Coordinator will have them posted across the Undergraduate Campus for you
  - TO DO:
    - Please submit a final version of your 11x17 poster as a PDF file to the Performance Events Coordinator by **February 15<sup>th</sup>**
  
- 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 customary. Plan to have your attire approved at your Senior Recital Review. Please be advised that your Recital Advisor may also weigh-in with other options.

## FEBRUARY

- Senior Recital Review
  - FYI:
    - Your Senior Recital Review will likely happen in February, three weeks prior to your recital date. The purpose of this review is to evaluate that you are still on track for your upcoming Senior Degree Recital. If you do not pass your Recital Review, you will be given one final chance to do so. This must happen no later than two weeks before the scheduled recital. You will be responsible for verifying your Committee Members are all available for

the second Recital 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.

- **Composers:** You will need to send digital copies of all of the scores to be performed on your recital to your Committee Members (if sound recordings are available, please send those as well).
- If you do not pass your second Senior Recital Review, you will not be allowed to present your recital and must confer with your 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.
- TO DO:
  - Provide three copies of your completed program to your Recital Committee, the day of your Review
  - Review program with your Advisor
  - Receive approval on your Recital Attire from your Advisor
  - Make any last edits and submit final program via PDF file to the Performance Events Coordinator **by the last day of February**

## MARCH

### ➤ Finalize Recital Logistics

- TO DO:
  - Connect with Performance Events Coordinator to confirm all is ready for the upcoming Senior Degree Recital
    - Arrival times are correct
    - Final rehearsals are scheduled
    - Venue/piano unlocks are arranged (if necessary)
    - AV is ordered (if necessary)
    - Recording is arranged
    - Reception space is reserved (if necessary)
    - Etc.

### ➤ Senior Degree Recital

- FYI:
  - **The Senior Degree Recital must be completed prior to the Friday before Spring Break.** This will ensure Recital Committees have the appropriate time to review and you will also be able to be considered for Honors, if eligible.

# SENIOR RECITAL PLANNING CHECKLIST

- Connect with your Academic Advisor & Recital Planning Committee
- Schedule Recital Date
- Schedule Recital Review Date
- Schedule Dress Rehearsal Date
- Register for MUS 490
- Receive list of scheduled dates from Performance Events Coordinator
- Complete *Event Logistics Form for Senior Degree Recitals*
- Create Program
- Design Poster
- Senior Recital Review
- Finalize Poster - Submit to Performance Events Coordinator
- Finalize Program - Submit to Performance Events Coordinator
- Dress Rehearsal
- Senior Degree Recital Performance