

Lewis & Clark Department of Music

Non-Degree Recital Guidelines

Students who wish to have a recital will be eligible for date selection **after** the Senior Degree Recitals have been selected (around October). If you are planning to present a recital (Junior Recital, Non-Degree Recital, Joint Recital, etc.), you must first connect with your Major Teacher and Faculty Advisor for approval and recommendation. Once you have approval, you will need to complete the appropriate Recital Authorization Form (below). For Joint Recitals, each performer must submit their own form.

[RECITAL AUTHORIZATION FORM \(NON-DEGREE\)](#)

[JOINT RECITAL AUTHORIZATION FORM \(NON-DEGREE\)](#)

After you have submitted your Authorization Form, you will be contacted by the Performance Events Coordinator to discuss venue availability.

Please be sure to **discuss available times with your Major Teacher and Faculty Advisor BEFORE confirming your chosen date with the Performance Events Coordinator** (this includes any dress rehearsals, if necessary).

Next, you will need to submit your [Event Logistics Form](#) 6-8 weeks in advance of your recital date. This form will ask specific questions about your event (ie: arrival times, any equipment you'll need, recording and reception needs, etc.). Be sure to read the *Things to Know* section below prior to completing your Event Logistics Form.

Afterwards, the Performance Events Coordinator will contact you with any other clarifying questions about your event, and confirm the plans for your recital day.

Please be advised - there are many moving parts to coordinating an event - do not hesitate to ask the Performance Events Coordinator if any questions should come up!

Things to Know:

- The Department of Music will provide the Standard Event Level of publicity for non-degree recitals (see [Publicity Options](#)).
- The Performance Events Coordinator is available to *guide* you in the creation of your poster and/or the formatting of your program. It is ultimately the responsibility of the

student to put these printed materials together (see [Poster Layout Guidelines](#) and [Program Formatting Guide](#) for assistance).

- The Department of Music does not cover the cost of printed materials for non-degree recitals. The Performance Events Coordinator can help guide you to economical ways of getting your poster/programs printed, however you will be responsible for printing costs.
- The Department of Music does not cover the cost of professional recording for non-degree recitals. If you would like a basic recording (1 camera, no panning or zooming), that can be arranged via the Performance Events Coordinator. If you decide to hire a professional recording engineer to record your performance, please connect with the Performance Events Coordinator to discuss your options.
- The Performance Events Coordinator will assign 1-2 trained Stage Crew students to assist with your performance. If you need assistance in your dress rehearsal, please notify the Performance Events Coordinator ahead of time so that it can be arranged.
- Student recitals are never ticketed events.
- The Department of Music does not cover the cost of catered receptions. If you would like to have a small reception following your recital, please discuss available venues and options with the Performance Events Coordinator.