STUDENT RECITALIST INFORMATION AND CHECKLIST

Booking the Recital

The primary recital space is the Faith and Life Centre Chapel. Because this space is used extensively, it is important that you initiate booking this space as early in the fall semester as possible. If feasible, schedule your recital prior to the months of March and April; historically, these months are characterized by low attendance, by many student and faculty concerts, and by restrictions imposed by Campus Ministry's Lenten and Easter observances. Provide the Conservatory Administrator with a series of dates that have been approved by your instructor and accompanist; she will then check for the availability of the Chapel and possible scheduling conflicts. Please note that final confirmation of a recital date will not take place without the following submitted to the Administrative Assistant for Fine Arts on the recital application form:

1. the signed approval of your instructor(s).
2. the names of your Stage Manager and Head Usher (and Host, if reception is held).
3. any other important information.

Printing the Posters and Program

Posters and programs are not supplied by the Fine Arts Division. You are encouraged to prepare (or arrange for) your own posters and have them posted at least 10 days before your recital. {All posters should be vetted by the Administrative Assistant for Fine Arts prior to getting printed.} You are required to prepare your own program, ensuring that your instructor has thoroughly proof-read it before it is printed. It should include:

a) your name and instrument.

b) the name of any assisting musicians with their respective instruments.

c) what kind of recital [Compulsory Third-year Student Recital or Graduating Student Recital - for BMus piano or voice majors; Student Recital for non-compulsory or 1st or 2nd year recitals].

d) date, time, location of recital (include University of Alberta, Augustana Campus, Camrose, AB)

e) your selections, including where they are from (if part of a larger work), the composer (and arranger, if applicable), and composer's dates. [Acquire full title, composition and composer dates from sources such as The New Grove Dictionary of Music and Musicians online and in the reference section of library (ML100 N48 1980).]

f) indicate intermission, if applicable.

g) translations (for vocalists and if desired).

h) program notes, if appropriate.

It is your own choice where you print your posters and programs, however Augustana Campus does have a Printshop that accepts printing jobs from students and “outside” clients.
Making an Audio or Video Recording

It may be in your best interests to have the recital recorded (scholarship applications, competitions, etc.). When the Conservatory Administrator books your recital in ROM, a request for an audio and video recording is automatically made (there is no audio-only option), unless the recitalist specifies otherwise. The recording is not confirmed, however, until the student pays the recording fee ($200 - a subsidized rate) through the TLS online store by January 31st (for a fall term recital, by Sept. 30th). **If payment isn’t received by this date, the recording is automatically cancelled.** Note: A recording requires a sound check 30 minutes before the recital start time. The recording will be provided by MEDEL and recitalists receive an e-mail with the download link.

Finding a Stage Manager

Secure a responsible, supportive Stage Manager who will ensure that proper set-up has occurred, that the main doors to the Faith & Life Centre are unlocked approximately 45 minutes prior to the concert, that lights are dimmed appropriately and chapel fans are shut off, and that the audience is given the signal to return after the intermission. In addition, the Stage Manager is responsible for handling any last minute emergencies, for being an emotional support, and for assisting the recitalist(s) in any way that may be required. The Stage Manager will ensure proper clean-up has occurred after the recital by gathering programs, trashing other debris, locking up and covering the Steinway and locking all Faith & Life doors when the audience has left.

Choosing a Head Usher

Secure an assertive, yet low-key Head Usher who is responsible for handing out programs, monitoring the RARE books, and for maintaining proper concert decorum in the lounge-and-chapel area. The Head Usher arrives 30 minutes prior to the concert and remains at the door throughout the concert, allowing people to enter and be seated only during applause breaks (i.e., between works, not between movements). Because of traffic passing through the lounge area, the Head Usher may be required to silence disruptive individuals and activities. The Head Usher can be assisted by other ushers in this regard.

Hiring an Accompanist

It is your responsibility to pay an accompanist if one is needed. Normally the accompanist to approach for your recital is the one you have been working with in repertoire classes in your instructor's studio. The Fine Arts Office maintains a list of conservatory accompanists and their contact information if, for some reason, you need to make other arrangements. Consult the Administrative Assistant for Fine Arts when making arrangements for an accompanist.

If You Want a Reception

Receptions are neither required nor expected and the Fine Arts Division does not provide them. However, if you desire to have one, food and drink may be either brought in or purchased from Food Services. If you wish to order food from Augustana Food Services, complete a Special Food Request in the Augustana Apps area of “My Web” and submit it to the cafeteria no less than 2 weeks in advance of your recital.
You must secure an individual who will serve as official Host, coordinating arrangements for refreshments, for serving your guests, and for cleaning up after the reception. The lounge area is automatically booked when recitals are booked in the Chapel, therefore it is usually free for an after-recital reception. A cupboard on castors that is located in the Chapel lounge works well as a refreshment table. If more tables are needed, they can be obtained from a cupboard attached to the wall display case in the Chapel Lounge. The Host should return any furniture back to its original location after the recital.

**Chapel Set Up**

The Chapel may need to be prepared for the recital (e.g., altar moved back). All arrangements should to be kept simple with a minimum of chair movement from usual chapel settings. The University will provide a lift crew at no charge (students must not arrange chapel furniture themselves). Simply inform the Conservatory Administrator of any specific set up wishes at the time you finalize other arrangements with her. The time to submit your chapel setting plans is at the time of booking the recital. The deadline is a minimum of one month prior to the recital date.

The Fine Arts Division has developed a checklist (bottom half of the application form) which will allow you to keep track of your arrangements easily. All deadlines must be strictly adhered to if you want your recital plans to go smoothly.