Spring 2025 Student Degree Recital Reservation Form & Recital Authorization Form

KEEP THIS SHEET FOR REFERENCE AS YOU PREPARE FOR YOUR RECITAL

SCHEDULING RECITALS IN THE CENTER FOR THE ARTS -- IMPORTANT:
On-campus student degree recitals are generally held in the small recital hall UNLESS your applied teacher determines that Kaplan Hall is needed because your recital requires a larger stage, special equipment, two pianos, etc. Therefore, when you are selecting dates, check off the proper venue for your recital. **The Recital Hall is designated (RH) and Kaplan is designated (KCH**).

Student degree recitals cannot run against each other, a faculty, guest artist, student ensemble concert or an "outside event" that is in one of our halls. **The deadline to enroll in the recital is December 16, 2024.**

SCHEDULING RECITALS OFF CAMPUS:
If you must hold your recital off campus because of scheduling issues, please obtain the "Request for Off Campus Student Recital" form. That form must be approved by your applied teacher and at least one other faculty member who will attend your recital. See the form for deadlines. Your request MUST be approved by the department chairperson before you finalize plans for an off-campus recital.

SCHEDULING POLICY FOR 30 MINUTE DEGREE RECITALS:
All ½ hour student degree recitals ***(BM – MUSA 399; BS MUED – MUSA 498; BS in Music – MUSA 497; Music Minors – MUSA 399***) must be paired with another student giving a ½ hour degree recital. This policy does not preclude students from different disciplines teaming up for a recital. There is no strict provision on the 30-minute time limit. Students are responsible to indicate on their recital reservation form who they will partner with (each student should submit a form). Communication with applicable private teachers is critical. Recitals will not be scheduled until both students and applicable teachers have agreed on a date and the form(s) have been submitted to Mary Ann Criss.

If a student elects to perform a recital that is not required for his/her degree program, the student must request permission from the Department Chairperson. Students must also enroll for the recital as elective credit.

PROCEDURES: Please select **SIX** dates from the attached list and label by choice (1st, 2nd, 3rd , 4th, 5th **& 6th). Review the dates, times, and PROPER VENUE with your instructor and obtain your instructor's approval as well as the approval of another faculty member who will attend your recital, indicating the dates are clear for everyone. Your instructor and the 2nd faculty member who will attend your recital must also initial each date selected. IF YOU ARE PARTNERING WITH A STUDENT WHOSE PERFORMANCE AREA IS DIFFERENT FROM YOURS, YOU MUST SECURE THE APPROVAL OF YOUR INSTRUCTOR AND YOUR RECITAL PARTNER'S INSTRUCTOR. If applicable, you must also coordinate with your accompanist to be certain that he or she will be available for your selected choices. Email the approved STUDENT DEGREE RECITAL RESERVATION FORM to Mary Ann at mcriss@towson.edu – being sure to copy all faculty involved and your accompanist, if applicable.**

Within **3 to 5 BUSINESS days** after you submit the reservation form, your recital confirmation will be emailed to you and the instructors involved. **After you receive your recital date, schedule your dress rehearsal PROMPTLY. DO NOT WAIT UNTIL THE SPRING TERM TO SECURE A DATE AND TIME FOR A REHEARSAL. If you fail to do so, we cannot guarantee that you will be able to schedule a dress rehearsal.** You are assigned up to two hours for your dress rehearsal. You must confer with your private teacher and your accompanist (if applicable) as to their availability. **Email several possible dates and times to Mary Ann Criss (mcriss@towson.edu). Your applied teacher must be present for your dress rehearsal.**

Graduate students' requests accepted beginning **on November 4; seniors** beginning on **November 7; juniors** beginning on **November 13.** Students who are not required to give a recital but are electing to do so can submit forms on **November 18.**

OVER

IMPORTANT REMINDERS:

1. You must use the applicable template posted on the department's website (http://www.towson.edu/cofac/departments/music/resources/recitals/index.html) when preparing your program. It is important that you prepare your program according to the guidelines and deadlines listed below. Should you be unable to meet the deadlines or adhere to these instructions, the department reserves the right to cancel your recital.

   4 weeks prior to recital:

   Student submits first draft of program with any accompanying documents (translations, program notes) to applied teacher who will proof the program and request edits from the student. Student then submits it to applied teacher again for final approval.

   VOICE STUDENTS PLEASE NOTE: All voice recitals must include printed translations. These are due to the primary applied teacher for proofing one month prior to the recital date. This date may be adjusted per the applied teacher's discretion. Translations must include both the original language and the translation in English. Examples of format and proper citation are available on the Voice Division webpage: http://www.towson.edu/cofac/departments/music/resources/documents/rt_translations_000.doc

   3 weeks prior to recital:

   Applied teacher forwards the final proofed and approved program documents in electronic form (MS Word – Not PDF) to Karen Gempp, Department of Music Administrative Assistant), Min Jin (mjin@towson.edu) and Gretchen Carlson (gcarlson@towson.edu.) This indicates that the applied teacher has signed off and has approved the program documents. Applied teacher copies student on the email.

   2 weeks prior to recital:

   Final edits made and programs printed ten (10) days to two weeks prior to the recital.

2. If you need technical assistance with your recital and/or wish to have it recorded or streamed, please complete the ***Technical Services Request Form*** (http://www.towson.edu/cofac/departments/music/resources/recitals/technicalservices.html). Requests must be made at least two (2) weeks prior to your recital. The department will provide a stage manager for all student recitals without cost if personnel are available. However, please fill out the ***Stage Manager Request Form*** (http://www.towson.edu/cofac/departments/music/resources/recitals/stagemanager.html) so that we can be properly prepared for your recital. Submission of a request does not guarantee that a technician or stage manager will be available, but every attempt will be made to provide one. Payment for technical support and/or recording must be by cash, submitted to Karen Gempp in the music office (CA 3095). If you have questions, contact Al Schatz at aschatz@towson.edu.

3. Arrange for a page turner if necessary.

4. Begin preparing any publicity materials you may wish to display. These materials must include "Towson University Department of Music presents," title of the performance and performer (such as Jane Smith's Senior Recital), the day/date/time of the event and the location (Center for the Arts, Recital Hall or Harold J. Kaplan Concert Hall). The materials should be sent to the COFAC Events Office for approval. This can be done either via email to cofacevents@towson.edu or drop a copy off at CA 3038 with your contact information. Once approved, they may be posted in the display rails located throughout the building. They may also be posted on faculty bulletin boards WITH PERMISSION. They may not be posted in any other location. Flyers posted in unauthorized locations will be removed without notice.

Be sure to fill out the attached form completely and print legibly. Include your TU email address. Again, you will receive a confirmation memo via email GENERALLY WITHIN 3 to 5 BUSINESS DAYS AFTER YOU SUBMIT THIS FORM. If you cancel or postpone your recital, you **must notify Mary Ann Criss and John Spivey so that the date can be released, and we are aware that staffing at the recital is not needed.**

PRINT YOUR NAME HERE: _____

Select 6 dates (take note of venue) and label by choice (1st, 2nd, 3rd, 4th 5th 6th). Return this form to Mary Ann Criss at mcriss@towson.edu. Faculty must indicate that these dates have been approved. This can be done by either initialing the form or being copied on the email that the student sends to Mary Ann with the date selections. If you want an earlier date than those listed, email Mary Ann suggesting at least 5 dates and times that you and faculty members are considering.

Choices	Day & Date	Time	Venue	Faculty Members Attending
_____	Mon., Feb. 17	6:00 pm	RH	_____
_____	Mon., Feb. 17	6:00 pm	KCH	_____
_____	Mon., Feb 17	8:15 pm	RH	_____
_____	Mon., Feb 17	8:15 pm	KCH	_____
_____	Tues., Feb. 18	6:00 PM	RH	_____
_____	Tues., Feb. 18	6:00 pm	KCH	_____
_____	Tues., Feb. 18	8:15 pm	RH	_____
_____	Tues., Feb. 18	8:15 pm	KCH	_____
_____	Thurs., Feb. 20	6:00 pm	RH	_____
_____	Thurs., Feb. 20	6:00 pm	KCH	_____
_____	Thurs., Feb. 20	8:15 pm	RH	_____
_____	Thurs., Feb. 20	8:15 pm	KCH	_____
_____	Fri., Feb. 21	6:00 pm	KCH	_____

NOTE: Dates from Feb. 24 through March 1 fall at the same time as PRISM rehearsals. Schedule your recital accordingly.

_____	Mon., Feb. 24	6:00 pm	RH	_____
_____	Wed., Feb. 26	6:00 pm	RH	_____
_____	Wed., Feb. 26	8:15 pm	RH	_____
_____	Thurs., Feb. 27	6:00 pm	RH	_____
_____	Thurs., Feb. 27	8:15 pm	RH	_____
_____	Fri., Feb. 28	6:00 pm	RH	_____
_____	Fri., Feb. 28	8:15 pm	RH	_____
_____	Sat., March 1	12:00 pm	RH	_____
_____	Sat., March 1	3:00 pm	RH	_____
_____	Sat., March 1	6:00 pm	RH	_____
_____	Sat., March 1	8:15 pm	RH	_____
_____	Thurs., March 6	6:00 pm	KCH	_____
_____	Thurs., March 6	8:15 pm	KCH	_____
_____	Fri., March 7	6:00 pm	KCH	_____
_____	Fri., March 7	8:15 pm	KCH	_____
_____	Sat., March 8	12:00 pm	RH	_____
_____	Sat., March 8	12:00 pm	KCH	_____

OVER

Choices	Day & Date	Time	Venue	Faculty Members Attending
_____	Sat., March 8	3:00 pm	RH	_____
_____	Sat., March 8	3:00 pm	KCH	_____
_____	Sat., March 8	6:00 pm	RH	_____
_____	Sat., March 8	6:00 pm	KCH	_____
_____	Sat., March 8	8:15 pm	RH	_____
_____	Sat., March 8	8:15 pm	KCH	_____
_____	Sun., March 9	7:30 pm	RH	_____
_____	Mon., March 10	6:00 pm	RH	_____
_____	Mon., March 10	8:15 pm	RH	_____
_____	Tues., March 11	6:00 pm	RH	_____
_____	Wed., March 12	6:00 pm	RH	_____
_____	Thurs., March 13	6:00 pm	RH	_____
_____	Thurs., March 13	6:00 pm	KCH	_____
_____	Thurs., March 13	8:15 pm	RH	_____
_____	Thurs., March 13	8:15 pm	KCH	_____
		MONDAY AFTER SPRING BREAK!		
_____	Mon., March 24	6:00 pm	RH	_____
_____	Mon., March 24	8:15 pm	RH	_____
_____	Wed., March 26	6:00 pm	RH	_____
_____	Wed., March 26	8:15 pm	RH	_____
_____	Thurs., March 27	6:00 pm	RH	_____
_____	Thurs., March 27	6:00 pm	KCH	_____
_____	Thurs., March 27	8:15 pm	RH	_____
_____	Thurs., March 27	8:15 pm	KCH	_____
_____	Fri., March 28	6:00 pm	RH	_____
_____	Fri., March 28	6:00 pm	KCH	_____
_____	Fri., March 28	8:15 pm	RH	_____
_____	Fri., March 28	8:15 pm	KCH	_____
_____	Sat., March 29	12:00 pm	RH	_____
_____	Sat., March 29	12:00 pm	KCH	_____
_____	Sat., March 29	3:00 pm	RH	_____
_____	Sat., March 29	3:00 pm	KCH	_____
_____	Sat., March 29	6:00 pm	RH	_____
_____	Sat., March 29	6:00 pm	KCH	_____
_____	Sat., March 29	8:15 pm	RH	_____
_____	Sat., March 29	8:15 pm	KCH	_____
_____	Sun., March 30	7:30 pm	RH	_____
_____	Mon., April 1	6:00 pm	KCH	_____
_____	Mon., April 1	8:15 pm	KCH	_____

Choices	Day & Date	Time	Venue	Faculty Members Attending
_____	Thurs., April 3	6:00 pm	RH	_____
_____	Thurs., April 3	8:15 pm	RH	_____
	NOTE: April 5 is a Department Audition Day			
_____	Sat., April 5	6:00 pm	RH	_____
_____	Sat., April 5	8:15 pm	RH	_____
_____	Mon., April 7	6:00 pm	RH	_____
_____	Mon., April 7	8:15 pm	RH	_____
_____	Mon., April 7	8:15 pm	KCH	_____
_____	Tues., April 8	6:00 pm	RH	_____
_____	Tues., April 8	6:00 pm	KCH	_____
_____	Tues., April 8	8:15 pm	RH	_____
_____	Sat., April 12	12:00 pm	RH	_____
_____	Sat., April 12	12:00 pm	KCH	_____
_____	Sat., April 12	3:00 pm	RH	_____
_____	Sat., April 12	3:00 pm	KCH	_____
_____	Sat., April 12	6:00 pm	RH	_____
_____	Sat., April 12	6:00 pm	KCH	_____
_____	Sat., April 12	8:15 pm	RH	_____
_____	Sat., April 12	8:15 pm	KCH	_____
_____	Sun., April 13	7:30 pm	RH	_____
_____	Mon., April 14	6:00 pm	RH	_____
_____	Mon., April 14	8:15 pm	RH	_____
_____	Mon., April 14	8:15 pm	KCH	_____
_____	Tues., April 15	6:00 pm	RH	_____
_____	Tues., April 15	8:15 pm	RH	_____
_____	Wed., April 16	6:00 pm	RH	_____
_____	Wed., April 16	8:15 pm	RH	_____
_____	Thurs., April 17	6:00 pm	RH	_____
_____	Thurs., April 17	6:00 pm	KCH	_____
_____	Thurs., April 17	8:15pm	RH	_____
_____	Fri., April 18	6:00 pm	RH	_____
_____	Fri., April 18	8:15 pm	RH	_____
_____	Sat., April 19	12:00 pm	RH	_____
_____	Sat., April 19	12:00 pm	KCH	_____
_____	Sat., April 19	3:00 pm	RH	_____
_____	Sat., April 19	3:00 pm	KCH	_____
_____	Sat., April 19	6:00 pm	RH	_____
_____	Sat., April 19	6:00 pm	KCH	_____
_____	Sat., April 19	8:15 pm	RH	_____
_____	Sat., April 19	8:15 pm	KCH	_____

OVER

Choices	Day & Date	Time	Venue	Faculty Members Attending
_____	Mon., April 21	6:00 pm	RH	_____
_____	Tues., April 22	6:00 pm	RH	_____
_____	Tues., April 22	8:15 pm	RH	_____
_____	Tues., April 22	8:15 pm	KCH	_____
_____	Wed., April 23	6:00 pm	RH	_____
_____	Wed., April 23	8:15 pm	RH	_____
_____	Fri., April 25	6:00 pm	RH	_____
_____	Fri., April 25	6:00 pm	KCH	_____
_____	Fri., April 25	8:15 pm	RH	_____
_____	Sat., April 26	12:00 pm	RH	_____
_____	Sat., April 26	12:00 pm	KCH	_____
_____	Sat., April 26	3:00 pm	RH	_____
_____	Sat., April 26	3:00 pm	KCH	_____
_____	Sat., April 26	6:00 pm	RH	_____
_____	Sat., April 26	6:00 pm	KCH	_____
_____	Sat., April 26	8:15 pm	RH	_____
_____	Sat., April 26	8:15 pm	KCH	_____
_____	Sun., April 27	7:30 pm	RH	_____
_____	Tues., April 29	6:00 pm	KCH	_____
_____	Thurs., May 1	6:00 pm	KCH	_____
_____	Sat., May 3	12:00 pm	RH	_____
_____	Sun., May 4	7:30 pm	RH	_____
_____	Tues., May 6	6:00 pm	KCH	_____
_____	Wed., May 7	6:00 pm	RH	_____
		MOTHER'S DAY – May 11		
_____	Sun., May 11	7:30 pm	RH	_____
_____	Mon., May 12	6:00 pm	KCH	_____
		Last Day of Classes		
_____	Tues., May 13	6:00 pm	RH	_____

SEE NEXT PAGE FOR APPROVAL AND SIGNATURES

Faculty members acknowledge that by signing/initialing this form or being copied on the email sent to Mary Ann that the dates, times, and venues have been reviewed and approved and faculty are available for the dates and times selected. Students and faculty will receive a confirmation memo via TU email.

STUDENTS NOTE: If you are going to partner with a student whose performance area is different than yours, you must secure the signature/initials of your instructor and your recital partner's instructor or copy the instructors on the email sent to Mary Ann when requesting dates.

Dates, Times and Venue Approved:

_____ Instructor Name

Date: _____

_____ 2nd faculty member attending your recital

_____ Student's Name

Date: _____

_____ Student TU EMAIL (print legibly)

FOR MM STUDENTS ONLY: _____ Name of 3rd faculty member attending

Date: _____

For MUSA 399 (junior recital), MUSA 497 (senior recital BS Majors) and MUSA 498 (Senior Recital MUED Majors): My recital partner will be **_____**

***CHECK ONE BELOW*:**

☐ Graduate recital (Master's Performance Recital) (MUSC 797)

☐ Graduate recital (Master's Composition Recital) (MUSC 795)

☐ Graduate Project (MUSC 880)

☐ Post Baccalaureate Certificate Recital (MUSC 699)

☐ Undergraduate Senior recital (MUSA 497 BS in Music) or (MUSA 499 Performance and Composition)

☐ Undergraduate Junior recital (MUSA 399)

☐ Undergraduate MUED Senior Recital (MUSA 498)