

Student Recital F.A.Q.s

PLANNING & SCHEDULING:

1. Who is required to perform a recital and when?

Recitals are required for students in the following courses/degree programs:

MUAP 3322, BM performance majors

MUAP 4411, BM music education majors

MUAP 4422, BM performance majors

MUSI 4495, senior seminar for BA degrees who have requested a lecture-recital format

MUSI 4496, senior capstone project for composition or music theory majors who have requested a lecture-recital format

All other students have the option of requesting a non-degree recital (30-minutes)

2. What if I need a piano accompanist?

Any student who needs a KSU piano accompanist for their recital must fill out the **KSU Piano Accompanist Request Form**. You will need to be assigned an accompanist before you can submit a recital request. As a professional courtesy, please provide your accompanist with music as soon as possible. Please direct any questions to the **Collaborative Piano Coordinator**.

3. Can I use a piano accompanist or co-performers outside of KSU?

Please consult with your Applied Instructor.

4. What locations are available for recitals?

Currently, three locations are available for student recitals: **Morgan Concert Hall**, **Scott Rehearsal Hall**, and the **Music Building Recital Hall (Room 109)**. Off-campus locations are not approved.

5. Can I reserve Morgan Concert Hall for my recital?

Due to limited availability, only seniors may currently request Morgan Hall for their recitals.

6. Can I perform my recital off-campus?

Because our faculty and accompanists often have complex schedules and other commitments outside of KSU, only the above on-campus locations may be used for student recitals at this time.

7. How do I schedule my recital?

First, you will need to schedule your **Permission Jury** with your accompanist (if applicable), your instructor, and 2-3 additional BSOM faculty to serve on your panel. You'll need to have all of this information in order to submit a **Recital Request Form**. Once the jury schedule form is signed & received, your request will be reviewed for calendar & instructor availability. If approved, you will be able to select a date & time to be held until you pass your permission jury, which confirms your recital. Permission Juries must take place at least three weeks before your recital.

8. When can I fill out the request form?

An announcement will be made at the beginning of the semester about the timeline for the **Recital Request Form**. The form will be open for a limited amount of time at the beginning of fall and spring semesters (usually 1-2 weeks after drop/add has finished). The form will be open to students during specific time periods: generally, required seniors for one week, then all other students for one additional week after. The form will close at the end of the second week.

9. What are my options to schedule a recital?

The **Student Recital Calendar** will be updated shortly before the request phase has begun. Only yellow timeslots labeled "Open" are available. Prep & break times listed in grey are for staff set-up or recital transitions and are not available. Timeslots listed as HOLD or displays a student's name are not available. Please check individual calendars for Scott Hall or MU 109 for any timeslot that is not listed to inquire on availability. Morgan Hall availability is greatly limited.

10. How long can my recital be?

Student recitals have the following lengths depending on recital type:

30-minutes	Senior Music Education, Junior Music Performance, Non-Degree
60-minutes	Senior Music Performance
30-60 minutes	Capstone or Senior Seminar Recitals (consult with your instructor)

Students may not exceed more than 5 minutes in programming length without Applied Instructor & BSOM Director approval.

11. How are times assigned?

Recital times are scheduled in 1-hour blocks followed by 30-minute breaks. 30-minute recitals will be scheduled in pairs; 60-minute recitals must sign up for an entire block. Students performing 30-minute recitals that are studying with the same instructor or accompanist are encouraged to request the same dates. Two students performing 30-minute recitals may perform a joint 1-hour recital (playing back-to-back or alternating pieces and/or performing collaboratively) if their instructors & accompanists approve.

12. My instructor/co-performer/family is only available for one specific date & time. Can I please have this held for me?

In order to ensure professionalism and academic integrity, all students and faculty must adhere to the same process. Approved recital requests with proof of scheduled permission jury are handled in the order in which they are received. Due to limited availability and resources, all requests must be treated equally. If your availability is limited, you are encouraged to request early and take care of jury scheduling as soon as possible so your request can be reviewed quickly.

PERMISSION JURY:

13. What is a Permission Jury?

A **Permission Jury** is when you perform your recital program in its entirety with any accompanist or co-performers for 3 or 4 BSOM faculty members. The first must be your Applied Instructor, the other 2 or 3 are up to you, but should make sense for your instrument or concentration. You will need to give a satisfactory performance in order to “pass” and confirm your recital date. Faculty panels may grant a “approved with conditions” evaluation where the student will need to perform for the panel again to address certain conditions in order to proceed to the recital. The permission jury typically replaces an end of semester jury in your applied area. Your MUAP grade is primarily assessed based on the permission jury performance. Capstone/Senior Seminar students: please check your proposal approval on permission jury requirements.

14. How do I schedule my Permission Jury?

You will need to coordinate with your instructor, your accompanist/co-performers, and your selected faculty panel to determine a date & time that will work for everyone. www.doodle.com is one tool you can use to check everyone’s availability for multiple options. For locations: if you would like to use an instructor’s studio, please ask them first. If you need a classroom space, please fill out a **BSOM Room Request Form**. Once you have all of this confirmed, then fill out the **Permission Jury Schedule Form** from the DocuSign link that will be emailed to you.

15. Can I pre-record my permission jury?

All permission juries should be performed on-campus, in-person, with all performers present, and performing the recital program in its entirety. Please consult with your Applied Instructor and the BSOM Director for approval for any exceptions.

16. Can I stream my permission jury to my faculty panel?

All permission juries should be performed on-campus, in-person with your Applied Instructor

present, though some exceptions may be made for other faculty approvers. Please consult with your Applied Instructor and the BSOM Director for approval.

17. What do I need to do before my permission jury?

Besides preparing your performance, there's some additional paperwork. About two weeks before your jury date, you will receive a **DocuSign email** with a link to fill out your **Evaluation Form**. You will need to fill out the top portion with your info and attach your recital program draft for your instructor's approval. Once you have completed this, it will be scheduled to send to your faculty panel on the morning of your jury. You will need to take care of this at least one business day before your jury date. The **Recital Program** instructions, template, and example can be found on our website. Please check with your area coordinator for any other documentation that may be required such as program notes, scores, or translations and combine everything into one file. You will receive a copy of your evaluation form once all faculty have signed off.

18. What if I do not pass my permission jury?

Students who do not pass or have passed with conditions should discuss with their Applied Instructor, and other faculty and/or BSOM Director, if needed, to determine next steps. The permission jury may be repeated a number of days/weeks later (rescheduling recital later, if needed) in the same semester. Or, if the student is not capable of performing satisfactorily in the same semester, their recital may be postponed to the following semester. The student should discuss with their Applied Instructor and consult with Advising if enrolling in an additional semester of applied lessons is required. Your Applied Instructor should update the BSOM office on the status of any recitals that will need to be cancelled or rescheduled.

FINAL RECITAL DETAILS:

19. I Passed! What's next?

Once the BSOM receives a copy of your evaluation form, your recital will be confirmed, and you will receive more details in email. The student recital calendar will now display your name, instrument, and recital type on the event details. You will need to finalize your recital program with any edits your instructor may have requested and submit the **Performance Information Form (PIF)**. This gives our production staff necessary information about your recital program, run of show, etc. You will need to attach the final PDF of your recital program so it can be filed with BSOM program archives. Any special requests will need to be included in the PIF (more below).

20. Can I get my programs or recital flyers printed for me?

The BSOM office cannot provide free printing resources for students for recital programs or flyers. You may use your own KSU printing account or other resources to take care of this. You may also use a QR code to link to your online program and post that signage in your recital location for your recital audience. You are welcome to post recital flyers, QR code signage, or bring printed copies of your recital program as long as you remove these once your recital is completed.

21. Can I have a dress rehearsal in my performance location?

Please check the calendar for a specific location's availability as these areas fill up quickly. Submit a **BSOM Room Request Form** as soon as possible to reserve your rehearsal day & time.

22. Can I warm up in the location before my recital starts?

In most cases, no. Due to the tight timeline of recitals, production staff will be in charge of timing backstage. Students should take care of any warmup and necessary prep beforehand.

23. Can I use the dressing rooms?

For recitals in Morgan or Scott Hall, students may use the dressing room area for cases/staging. Recitals in MU 109 may use MU 107 as a staging area. Multiple students on the same day in the

same area may need to share this space. Students should remove any belongings when finished. The BSOM is not responsible for any valuable items left unattended.

24. Can I have a reception after my recital?

No food or drink is allowed in Morgan Hall or Music Bldg 109. Receptions (with food & drink) may only take place in Scott Rehearsal Hall and are subject to calendar availability. Students who wish to have a reception in Scott Hall will need to submit a **BSOM Room Request Form**. Students must remove all trash, food & drink items, and return the room to its classroom setting afterwards.

25. Can I have special lighting or use the video wall for my recital?

Any special requests must be indicated in your Performance Information Form (PIF) at least 2 weeks prior to your recital and preapproved by production staff. Due to limited resources, we are unable to provide special lighting, the LED video wall, or any other special effects for student recitals. Some accommodation may be made for more technical recitals, such as music composition or capstone recitals that include presentation of visual or prerecorded media. Any students who anticipate special requests should contact the Bailey Center staff well in advance.

26. Will I receive an audio recording of my recital?

Recitals will be audio recorded and a download link provided to students. Due to the volume of all BSOM recordings and post-production work, these typically have a 3-week turnaround time.

27. Can I request a video recording for my recital?

Seniors performing in Morgan Hall may bring a labeled SD card for a standard, wide-shot video recording. Please provide the SD card to the Bailey Center staff before your recital. Including this in your PIF would also be helpful. We are currently unable to record video in Scott Hall or Music Bldg 109. You are welcome to ask a peer to assist with video recordings in these areas.

28. Will my recital be ushered?

College of the Arts Patron Services provide ushering and house management for larger BSOM performances, but do not provide ushering for BSOM student recitals. Production staff is unable to monitor guests entering/exiting the performance hall. You are welcome to ask a peer to assist with greeting guests, passing out programs, and monitoring the doors.

29. Will my recital be streamed?

KSU Broadcast Services provides streaming services for larger BSOM performances but does not provide streaming services for BSOM student recitals. You are welcome to ask a peer to assist with streaming your recital using the media of your choice. If you choose to stream or upload recordings of your recital to social media, be aware of licensing and copyright laws of material in your recital program.