

# PRECOLLEGE RECITAL SCHEDULING GUIDELINES

HOW TO SCHEDULE RECITALS & ARRANGE PROGRAMS FOR PRECOLLEGE RECITALS

## FACULTY - SCHEDULE RECITALS FOR THE YEAR

### **SUBMIT RECITAL REQUEST FORM TO ROOM 010 (Precollege Office)**

All studio recitals, non-graduating student recitals, and chamber group recitals are scheduled through Precollege faculty only. Graduating seniors may schedule their own recital by submitting a Senior Recital Application. All Precollege recitals are scheduled in the fall for the full academic year (Sept.-May).

Complete the **green** Recital Request Form. A list of assigned recital dates will be emailed to you no later than November 1. Recital Request Forms submitted after the deadline will be processed on a first-come, first-served basis. Please do not include senior recitals when making your recital requests. Seniors should submit a Senior Recital Application separately in order to schedule their graduation recital.

**RECITAL REQUEST FORM DEADLINE: Received by Saturday, October 3, 2009**

**Note to Voice Faculty:** Texts and translations of texts are required of all vocal student recitals and must be submitted at the same time as program repertoire. Submit your translations and/or texts as an attached word document by email to [theflin@msmny.edu](mailto:theflin@msmny.edu).

## GRADUATING SENIORS – SCHEDULE YOUR SENIOR RECITAL

### **SUBMIT SENIOR RECITAL APPLICATION TO ROOM 010 (Precollege Office)**

Complete the **yellow** Senior Recital Application located on the forms board outside the Precollege Office. Your scheduled recital date, time and venue will be emailed to you no later than November 1. Recital requests made after the application deadline are scheduled on a first-come, first-served basis.

**SENIOR RECITAL APPLICATION DEADLINE: Received by Saturday, October 3, 2009**

**Note to Vocalists:** Texts and translations of texts are required of all vocal student recitals and must be submitted at the same time as program repertoire. Submit your translations and/or texts as an attached word document by email to [theflin@msmny.edu](mailto:theflin@msmny.edu). Remember that YOU are responsible for proofreading all translations and texts.

## E-MAIL PROGRAM INFORMATION

Program information is due **by email** no later than **two weeks** before the scheduled recital date. An email reminder will be sent out to all scheduled recital holders three weeks before the scheduled recital date. Recitals that have not submitted program information by the two week deadline **will be canceled**. E-mail your recital information as an attached word document to [theflin@msmny.edu](mailto:theflin@msmny.edu). Programs must include all required program information (see checklist), otherwise it will not be processed.

## **RECITAL CANCELLATION POLICY**

*Scheduled recitals that have not submitted complete program information as listed above are subject to cancellation. Cancellations will be confirmed by email by the Associate Director. When a recital is canceled, the Precollege Office will alert the faculty about the newly available date via email. Any faculty member wanting to request the canceled recital date should email their request to Thomas Heflin at [theflin@msmny.edu](mailto:theflin@msmny.edu). These dates will be assigned on a first-come, first-served basis.*

### **REQUIRED PROGRAM INFORMATION**

- Concert day and date.
- Concert time.
- Venue.
- Student first and last name.
- Instrument, voice type.
- Names of accompanists, guest artists and instruments.
- Teacher information.

#### *Repertoire*

*(in order of performance)*

- Works and movements.
- FULL composer names.
- ALL composer years!
- Intermissions and pauses.

#### *Vocalists*

- Texts and translations \*  
*(\*if applicable)*

## **CONTACT US**

[theflin@msmny.edu](mailto:theflin@msmny.edu) • 917 493 4471 (Thomas Heflin)

Tuesday through Thursday from 10:00 AM to 5:00 PM, Friday from 10:00 AM to 3:00 PM, & Saturday 8:00 AM to 6:00 PM