

**University of Oklahoma**  
**School of Music**  
**Recital Preview Request Form**

The student named below will appear in front of the recital preview committee. It is understood that the complete recital program will be ready for presentation at this time

Student's Name \_\_\_\_\_

Preview Date Requested: \_\_\_\_\_

**TYPE OF RECITAL PROGRAM**

BM (Junior) \_\_\_\_\_

BME (Senior) \_\_\_\_\_

MM (Graduate) \_\_\_\_\_

BM (Senior) \_\_\_\_\_

BMA (Senior) \_\_\_\_\_

Students Signature \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Applied Instructors Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**CAPSTONE REQUIREMENT**

BM (Senior) \_\_\_\_\_

BMA (Senior) \_\_\_\_\_

BFA (Capstone Only) \_\_\_\_\_

The student listed above has met all required criteria and has been approved

Date Approved \_\_\_\_\_

Chair, Preview Committee \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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## RECITAL PREVIEW GUIDELINES

Please read and follow these guidelines.

It is the student's responsibility to determine the semester preview schedule for their area and then to arrange a preview time within that schedule with the department chair (or department designate). The student should contact the specified person at least two to three weeks prior to the recital preview (or earlier if required by the department). The student will turn in materials 1-4 listed below to the department chair or department designate. The chair (or designate) will schedule the time, along with area faculty. Please be advised that a scheduled recital on the SoM calendar is only tentative until the preview has been passed. We advise students to hold travel arrangements until the recital preview has been held.

### Materials Necessary for the Recital Preview (Due to the department chair or designate 2-3 weeks prior to preview)

1. 1 copy of the proposed recital program must be presented to the department chair or department designate and each member of the recital committee. It should be typed exactly as it would appear at the performance, including movement titles, composers' dates and translations of titles, and full names of all assisting performers and accompanists. Performance timings for each movement of each work must be indicated on the program. (Please see sample)
2. 1 copy of the Capstone paper for each preview committee member present. This requirement is only for BM seniors and BMA students.
3. A Recital Preview Request Form.
4. At least 1 score for each work.

### The Recital Preview Performance

1. The program must be presented in the same manner as the recital will occur, including memorization.
2. All assisting players for each selection on the program must be present and prepared.
3. The candidate may begin the preview with the work of his/her choice, after which the faculty members present will ask for selected other works.
4. All previews last 20 minutes.

### After the Recital Preview

Immediately following the preview the student will be notified of the committee's decision. Individual faculty votes and comments recorded on copies of the programs will be returned to the student. If the preview is approved, the student will receive the passed preview form, which is signed by the recital committee. If the preview is not approved, the student must reschedule the preview at a time determined by the committee.

### Final Arrangements with the School of Music Office

To finalize all recital arrangements, the School of Music needs the following **NO LATER THAN TWO WEEKS PRIOR TO THE RECITAL:** (Please hand in all information at the front desk in the Music Office)

1. The Recital Preview Request form, signed by the department chair or department designate and the applied instructor. (Other information is required on the form.)
2. 2 copies of the Capstone Paper approved and signed by the applied instructor.
3. A typed recital program, complete with any changes or corrections recommended by the preview committee. (Please see sample.)
4. A Stage Requirement form, indicating room/stage setup, lighting, recording preferences and timings.
5. A Recital Date Request form, if not already completed. This form indicates recital date preferences, dress rehearsal preferences, and time preferences

**IF ITEMS 1-5 ARE NOT RECEIVED BY THE SCHOOL OF MUSIC OFFICE 2 WEEKS PRIOR TO THE RECITAL, THE RECITAL WILL BE TAKEN OFF OF THE CALENDAR. MAKE SURE YOU TURN IN ALL THE SPECIFIED INFORMATION AT ONCE.**

About 3 days prior to the recital, the student should check with the music office to proof the printed program. Programs are prepared at no charge to the performer. Programs will be brought to the recital by the recording technician and displayed for the audience to pick up. There is no recording fee for a student enrolled in recital. The recording fee for a student not enrolled in recital is \$55.00. CDs of all student recitals except DMA recitals will be given to the performer immediately after the recital. DMA recital recordings will be given to the student's applied instructor within a few days after the recital.