



**VANDERBILT**  
BLAIR SCHOOL OF MUSIC

# 2019-2020 Student Recital Handbook

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## Deadlines for Booking a Student Recital

### Booking Periods:

*\*Request form must be turned in by the last day of the priority booking period to gain priority over other grade levels. Seniors & Juniors will still be able to book their recital after the priority period is over however may receive a less desirable time slot.*

### Fall 2019 Recitals

March 25 – March 31 – Priority Booking for Rising Seniors

April 1 – April 7 – Priority Booking for Rising Juniors with a Requirement

April 8 – Schedule opens to all student solo and chamber ensemble recitals.

Deadline for booking a Fall 2019 recital: November 1, 2019

### Spring 2020 Recitals:

October 18 – October 28 – Priority Booking for Seniors

October 29 – November 4 – Priority Booking for Juniors with a Requirement

November 5 – Schedule opens to all student solo and chamber ensemble recitals.

Deadline for booking a Spring 2019 recital: March 13, 2020

**Please review the available time slots prior to your booking period on the Blair website listed below as these time slots are subject to change on a regular basis.**

**<http://blair.vanderbilt.edu/academics/student-bookings.php>**

## Recital Timeline & Checklist – Things to Do Before Your Recital

- Look at available dates and coordinate with your major professor and assisting artists to see what dates work best.**
- Book your recital date.**

Turn in your Recital Request Form to the Schedule Coordinator (*M-F 9am-4pm*) or place in her mailbox during your designated time period (*please see 1<sup>st</sup> page*).
- Request rehearsal time.**

Once you've received your recital date from the Schedule Coordinator, book your rehearsal time through the EMS website <https://emscampus.app.vanderbilt.edu/VirtualEMS/>. Please note that students are allowed up to 2 hours of rehearsal time in the performance hall as available. Technical staff is not automatically assigned to rehearsals; if your rehearsal requires technical assistance you must request this when you request your rehearsal time through EMS or by contacting the Schedule Coordinator and Director of Technical Services.
- Plan your hearing and request a time.**

You must pass your recital hearing at least **three (3) weeks** prior the recital date. If your 3 week deadline falls during a break period you must pass your hearing prior to the break. Book hearing on EMS (website above). Make sure to plan your hearing at least 2 months prior to your recital. Ask the appropriate faculty members to serve on your panel and confirm what time works for everyone before booking a space. Your hearing does not need to take place in the same spot as your recital. If you need technical support for your hearing, please note this when you request you hearing through EMS.
- [Required Recitals Only] Make sure you are registered on YES.**

In order to receive a grade and have your recital listed in your transcript you must be registered.
- Plan your repertoire.**

Plan your repertoire to fit your program's requirements as well fit within the time allotted for your performance.
- Submit recital tech form**

Three weeks prior to your recital submit your Recital Tech Form which goes to the Director of Technical Services. Please include any and all information needed for the set-up for your recital including a stage plot. Form found here: <http://blair.vanderbilt.edu/forms/recital-tech-form.php>
- Pass your hearing (3 weeks prior to your recital).**

Turn in your hearing form to Rachel Hobbs. If you fail your hearing you must contact the Schedule Coordinator immediately to reschedule your recital.
- Submit concert program information**

Two weeks prior to your recital submit your program information via email to Juliette Anderson. Your concert program must be in a Microsoft Word Document, a hard copy will not be accepted. This should include the length of each piece as well as any program information that needs to be documented. Students with required recitals or senior recitals will have their programs edited and printed by the school.
- Rehearse**
- Perform**

**People to contact:**

**Schedule Coordinator**, Heather White, 322-7508, [heather.d.white@vanderbilt.edu](mailto:heather.d.white@vanderbilt.edu)  
To schedule your recital, rehearsal, & hearing

**Concerts Manager**, Juliette Anderson, 322-7658, [juliette.m.anderson@vanderbilt.edu](mailto:juliette.m.anderson@vanderbilt.edu)  
To create your program

**Director of Technical Services**, John Sevier, 322-4919, [john.sevier@vanderbilt.edu](mailto:john.sevier@vanderbilt.edu)  
To arrange set-up and technical needs for rehearsals, recitals and recordings

**Blair Policy:**

Below is the policy and procedures for booking your student recital.

- ❖ Students will be given only **two (2) hours** to complete their recital; this includes set-up time, performance time and tear-down time. Students are encouraged to limit their program time **to 60 minutes including set changes and intermission**. Please plan your program accordingly.
- ❖ Students will need to fill out a [Recital Request Form](#) and turn this into the Schedule Coordinator. You will be able to find these forms online or in the main office. If you have any questions regarding this form, or your major professor believes you will need additional time for your recital program see the Schedule Coordinator immediately for supplementary instructions.
- ❖ Specific **booking periods** and **deadlines** are set in order to give priority according to seniority, please see the schedule on the 1<sup>st</sup> page for your booking period.
- ❖ To avoid conflicts recitals will need to fit into **specific time slots**. Only exceptions will be with previously scheduled events.

**Saturday & Sunday Recitals:**

**Turner Hall Slots:**

12:30pm – 2:30pm – Recital Time: 1pm  
2:30pm – 4:30pm – Recital Time: 3pm  
5:30pm – 7:30pm – Recital Time: 6pm  
7:30pm – 9:30pm – Recital Time: 8pm

**Weekday Recitals**

7:30pm – 9:30pm – Recital Time 8pm

**Choral Hall Slots:**

1:30pm – 3:30pm – Recital Time: 2pm  
3:30pm – 5:30pm – Recital Time: 4pm  
6:30pm – 8:30pm – Recital Time: 7pm

**Weekday Recitals**

6:30pm – 8:30pm – Recital Time 7pm

- ❖ Students are encouraged to use the “Recital Time” as their start time. All programs must be finished 15 minutes prior to the end of their time slot to allow the technical staff to tear down to prepare for the next recital. If the student need more than 75 minutes for their recital they must have their professor petition the recital time requesting more time for a specific required piece. Recitals that require the extra time should be during the 3pm or 8pm time slot.
- ❖ **Reception Information:** The designated reception area for events in Turner Hall is the lobby area immediately outside Turner Hall. The designated reception area for events in CHORAL HALL is the “family seating area” just outside the first floor practice rooms. Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event and accordingly so that no recitals are disturbed. No alcohol may be served at any student recital reception.
- ❖ **Recital Cancellation/Rescheduling:** Students are expected to check availability with their professors, assisting artists and family members prior to booking their recital. The student is allowed ONE (1) rescheduling of their recital which must be done so by their professor, please remember time in the halls books up quickly so being prepared prior to submitting your Recital Request Form will provide you with the best possible date. If the student decides they need to reschedule their recital within a month of their scheduled recital without a legitimate reason, that student will not be guaranteed a spot in Turner Hall.
  - ❖ \*Legitimate Reason for Recital Rescheduling: Illness/Injury (providing a doctor’s note), a family emergency, or an Act of God.
  - ❖ Not legitimate reasons for cancellation: Program not ready/failed hearing, schedule conflicts, problems with assisting artists.
  - ❖ If a student needs to cancel their recital they must contact the Schedule Coordinator immediately. Hall time is limited and there may be a student waiting for that time slot to open up. Any swapping of hall time must be approved by the Schedule Coordinator, both students as well as their professors prior to being processed.
- ❖ **Pre-Recital Hearing:** All students (except composition) giving required recitals and any student who wishes to give a recital in the Blair building must pass a hearing, held **at least three weeks** before the recital. After establishing a recital date, the student's instructor will assemble a recital hearing committee, consisting of two additional faculty members, one of whom must be from outside the student's performing area. For musical arts/teacher education students, the committee will normally consist of the studio instructor, a teacher education faculty member, and at least one additional faculty member. For non-required, non-credit recitals, the hearing committee may be from within the department. For any recital involving a student's second performing medium, a full-time faculty member from that department must be part of the hearing committee. The instructor must notify the recital hearing committee, in writing, of the hearing date, recital date, time and place. Senior composition recitals are screened in advance at the department level.

For required junior or senior recital, the repertoire must encompass three major style periods, as appropriate to the medium; at least one work in a modern idiom must be included in either the junior or senior recital. The hearing committee should hear the entire recital repertoire. Grading of the hearing is on a Pass/Fail basis, with written faculty comments. If a student fails the hearing, another must be scheduled. Only two recital hearing in one semester are permitted.

Student must print and have the [Recital Hearing Form](#) filled out by their Hearing Committee following their hearing. This form should then be placed in the Blair Academic Services Mailbox, Rachel Hobbs, which is located in the Main Office.

- ❖ **Hearing and Recital Committee:** For recitals given for credit, the recital committee is the same as the hearing committee whenever possible. The final grade is a composite of those of the committee members, with the instructor's grade valued at 50 percent. Copies of the committee member's grades are kept by the instructor. Recitals not given for credit are not graded; they involve a hearing committee but not a recital committee

### **Important Links:**

**EMS (Scheduling Website):** <https://emscampus.app.vanderbilt.edu/VirtualEMS/>

**Student Recital Booking Information:** <https://blair.vanderbilt.edu/academics/student-bookings.php>

**Recital Tech Form:** <https://blair.vanderbilt.edu/forms/recital-tech-form.php>

**Hearing Form:** <https://blair.vanderbilt.edu/pdfs/recitalhearing2017.pdf>

**Tuning Information:** <https://blair.vanderbilt.edu/pdfs/pianotuningpolicy2018.pdf>  
(If using a harpsicord this is important)