UNCA MUSIC
SENIOR RECITAL PROCEDURES
Revised Oct 1, 2014

SUMMARY
There are four main aspects to the recital: booking a venue, publicity, playing a hearing for the faculty, and, finally, performing the public recital. Each one is discussed in detail below. A checklist is provided at the end to help you keep track of all the steps.

BOOKING
You are responsible for securing a location for your public recital. This may be on campus or off. A list of pre-approved venues with booking contacts is at the end of this document. You are not limited to these locations, but if you choose one that’s not on the list you will need to get it approved by both your private teacher and Mr. Richmond.

We strongly suggest, especially if booking an off-campus venue, that you partner with other students who are giving recitals to share a night. With 2 or 3 on the bill you can put on more of a show and attract a bigger audience.

Booking expectations
Book your venue as early as possible. Be courteous and professional in all of your dealings with venue personnel. If money is involved – rental to use the space, a split of the door charge, tips, etc – be sure all terms are clearly established in advance. Having all details in an email or other written form is best, so there can be no question about what was agreed. Be aware that any financial arrangements are between you and the venue, and do not involve UNCA or the Music Department in any way.

Remember that you represent both yourself and the UNCA Music Department in this process. Your behavior reflects on you as a professional musician and on all of us as your teachers and fellow students. Again, be courteous and professional at all times.
**PUBLICITY**

You are responsible for publicizing your recital. You should get on this early – it doesn’t help much to tell everybody about your event a day or two before it happens. If you’re sharing an event with other recitalists, be sure to work together on publicity. Here are some suggestions:

- Make a Facebook event and invite people to it. Post on the event page and share it, but be careful how often. If you don’t remind people enough they’ll forget, but if you overdo it they’ll get annoyed and stop paying attention.

- Share your FB event with Mr. Richmond so he can post it on the UNCA Music page.

- Do the same on any other social sites that you think may be useful.

- Make flyers and post them somewhere around 2 weeks-ish before the event. (Too soon and people will ignore them. Too late and they won’t notice in time.) They can go in the music department, in Highsmith, in music stores, in music venues, and anywhere else that you think might be helpful. DEFINITELY give some to the venue where you’ll be performing. (Ask them how many they need.)

- Ask the venue to post your event on their website.

- Don’t forget good old word of mouth. Tell all your friends and family!

**HEARING**

You must play a hearing for the faculty before your recital. You will get instructions for scheduling from Mr. Richmond.

The point of the hearing is to make sure you are adequately prepared to give a good recital. You must be ready to perform your entire program, with the same people who will be accompanying you on the public performance. The faculty will decide how much of the program they need to hear.

The hearing is pass/fail – you will be allowed to perform your recital, or you will not.

**RECITAL CONTENT**

Your recital should last approximately 45 minutes to one hour, and include the following:

- Minimum 30 minutes of music (more than that is great)
- Approximately 10 minutes of oral presentation. You should discuss at least 2 of the pieces on the program. The 10 minutes can be split up, but give us some in-depth information, not just brief intros of each piece. The point is to show that you’ve looked deeply into the music and can communicate meaningfully about it.
GRADING
The recital replaces your jury, therefore it will count for 30% of your grade for the semester. The recital is also the capstone project for your music degree – therefore, if the faculty in attendance consider your recital unacceptable you will not be allowed to graduate. (Ideally this won't happen because we'll catch any problems at the hearing.)

VENUES
IMPORTANT: We do not, under any circumstances, want to jeopardize the good relationships that we have with local venues. If you behave unprofessionally or in any way cause problems with the venues, it may affect your grade - up to the possibility that we could cancel or not accept your recital, which means you would not graduate. As stated earlier, you represent the entire music department in your dealings with the venues. Take this responsibility seriously.

The venues listed below are pre-approved. If you want to give your recital somewhere else you must clear it with your private teacher and Mr. Richmond.

Lipinsky room 018 – contact Patrick Hill
Lipinsky auditorium or lobby – contact Katie Cornell: kcornell@unca.edu
Isis Theater – contact Dr. Bares
Altamont Theater – contact Dr. Bares
Asheville Music School performance loft – contact the school at 828-252-6244
St. Matthias Episcopal Church – contact Ron Lambe: ronlambe@charter.net
Masonic Temple – contact Ron Lambe: ronlambe@charter.net
St. Paul's United Methodist Church – contact Brad Curtioff: brad.curtioff@charter.net
CHECKLIST

____ Schedule a public recital venue (preferably sharing it with other students)

____ Schedule a faculty hearing

____ Make and share a Facebook event

____ Publicize on other social media that you use

____ Share your event, etc. with Mr. Richmond for the UNCA Facebook and Twitter

____ Make flyers

____ Post flyers

____ Remind people!

____ Make programs if you need them (ask your teacher)

____ Perform the hearing for the faculty

____ Perform the public recital

____ Celebrate!