

## RECITAL CHECKLIST AND DEADLINES

- ❑ Discuss potential dates with your instructor and other participating musicians. Determine at least three (3) possible recital dates and times that correspond to the degree you are pursuing (see below), and list them in order of preference on the Recital Approval Form. Your recital will be scheduled in Chandler Recital Hall unless extenuating circumstances require an alternate venue, which must be approved by the School of Music.
  - **BM sophomore instrumental performance, BM junior vocal performance, BM composition, and BME senior recitals:** Half-hour recitals; must be scheduled at 4:00-4:30pm or 4:45-5:15pm Mondays and Fridays
  - **BM performance senior and graduate recitals:** Full-hour recitals; 7:30pm Monday-Thursday or 3:00pm Sundays
  - **Note: Dress rehearsals** must be reserved separately through Susan Vosler in the Music Office and are subject to the availability of the venue.
  
- ❑ With your applied instructor, select a Recital Approval Hearing Date from the list on the Student Degree Recitals webpage <https://ww1.odu.edu/music/students/student-degree-recitals>
  - At least 14 days prior to your recital approval date, submit your completed Recital Approval Form with a check for \$200 payable to Old Dominion University and turn in your form to the School of Music Office Manager, Susan Vosler, 2123 Diehn Center for the Performing Arts. Credit card payments can be made on [uStore Diehn Music \(https://bit.ly/3PS07ZN\)](https://bit.ly/3PS07ZN). Note: missing this deadline will incur an additional \$25 late fee.
  - Be sure to include your program information with your Recital Approval Form. (See form for detailed instructions.)
  
- ❑ Once your form has been accepted, you will be assigned your recital date by the Music Office.
  
- ❑ All recitals require grading by a Recital Committee. In addition to the applied instructor, you must have three (3) full-time faculty members on your recital committee. All recital committee members must be from your area (either voice or instrumental). Keyboardists must have at least two (2) keyboard faculty as committee members. Composition majors should choose committee members based on your composition repertoire. After you receive confirmation of your recital date, it is your responsibility to form your recital committee. See the Recital Committee Form on page 5 for details.
  
- ❑ If you wish to have a reception, you must inform the School of Music Office and contact Aramark, the campus catering office (757-683-3342). In addition to the catering fee charged by Aramark, there will be an additional \$60 clean-up fee to be paid to the School of Music Office.
  - The \$60 clean-up fee may be paid in cash or by check (payable to Old Dominion University). Credit card payments can be made here: [uStore Diehn Music \(https://bit.ly/3PS07ZN\)](https://bit.ly/3PS07ZN).
  - Any catering fees (excluding the clean-up fee) must be paid directly to Aramark.
  - If you choose to have a reception and do not tell us, a hold will be placed on your account until the \$60 clean-up fee is paid.
  
- ❑ You are required to find one (1) usher whose responsibility will be to distribute programs at the door and to instruct late-comers to wait for applause before entering the hall.

- ❑ In the event that you need to cancel your Recital Approval, you must speak with Susan Vosler in the Music Office. Depending on the circumstance, we will determine whether your fee can be applied to your next Recital Approval. DO NOT assume that your fee will automatically be transferred over.



**OLD DOMINION  
UNIVERSITY**

**F. Ludwig Diehn  
School of Music**

# Recital Approval Form

Please list your top three (3) choices for recital date and time in order of preference:

| Recital Date | Time | Venue |
|--------------|------|-------|
| 1            |      |       |
| 2            |      |       |
| 3            |      |       |

Recital Approval Date: \_\_\_\_\_

Please type all of the information below. This form can be filled out electronically and printed.

Last Name: \_\_\_\_\_ Full First Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ ( Cell;  Home;  Other)

E-mail Address: \_\_\_\_\_

Applied Lesson Number (MUSA): \_\_\_\_\_

Name of Applied Music Instructor: \_\_\_\_\_

Type of Recital (voice, piano, violin, tuba, etc.): \_\_\_\_\_

**One Usher:** Name \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

| <b><u>Degree Emphasis and Recital Level</u></b> |   |
|---|---|
| ____ Bachelor of Music sophomore instrumental   | ____ Bachelor of Music Education senior   |
| ____ Bachelor of Music junior vocal             | ____ Bachelor of Music senior             |
| ____ Bachelor of Music composition              | ____ Master of Music Education (graduate) |

*Please list all who are performing in your recital (accompanists and all other collaborators), and have each individual sign acknowledging their commitment to participating in your recital.*

| Name | Instrument(s) | Signature |
|------|---------------|-----------|
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |
|      |               |           |

**Special Production Requests**

Please indicate below if you need any of the following equipment and the number needed:

- Grand pianos (maximum 2) – number needed: \_\_\_\_\_
- Music stands (maximum 15) – number needed: \_\_\_\_\_
- Chairs (maximum 15) – number needed: \_\_\_\_\_
  
- Audio needs beyond standard recording. Describe below:

**Program Information**

Provide the information below on a separate page and email a copy (PDF or MS Word) to [music@odu.edu](mailto:music@odu.edu) with the subject "Recital Approval."

**\*This information must be approved and signed by your applied teacher.\***

**Timing** - List the exact minutes and seconds of each movement, as well as the total recital time.

**Title** – If the work has more than one movement, indicate the number and titles or tempo markings of each movement you are playing. If from a larger work such as an opera or oratorio, indicate the title of the larger work as well as the individual song. If a recitative or aria, indicate this as well.

**Composer** – Complete the first and last names of the composer, as well as the birth and death dates. If composer is still living, indicate birth year only (*for example* - b.1943). If an arrangement/transcription, indicate "arr." or "trans." before the full name.

**Translations** – Vocalists need to include all translations on a separate sheet typed in 12pt, Times New Roman font. Translations should also be submitted electronically in Word doc format via email to [music@odu.edu](mailto:music@odu.edu).

*For example:*

|                            |  |   |
|----------------------------|--|---|
| <b>(3:20)</b>              | Chanson et Passepied Op. 16                            | Jeanine Rueff (1922-1999)                               |
|                            | <i>John Doe, Saxophone</i>                             |   |
| <b>(5:57)</b>              | Brilliance   | Ida Gotkovsky (b.1933)                                  |
| (1:36)                     | I. Declame   |   |
| (1:43)                     | II. Desinvolte   |   |
| (2:38)                     | III. Dolcissimo  |   |
| <b>(2:31)</b>              | Syrinx   | Claude Debussy (1862-1918)<br>trans. Jean-Marie Londeix |
| <b>(5:57)</b>              | Una voce poco fa<br>from <i>Il barbiere di Sivilia</i> | Gioachino Rossini (1792-1868)                           |
| <b>Total Time: (17:45)</b> |  |   |

By signing below, be it pen or electronically, you attest to your submitted information being correct and that you fully understand the approval requirements and your responsibilities. Students are reminded of the University's Honor Code.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Applied Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This page has been left intentionally blank.

