Planning Your Student Recital

You must use this form to assi st in preparing for a student recital.

Priority i s given to Music Majors who are preparing a recital f or their degree-required Senior Projec t.

Any additional forms referenced can be found on the Music Department website, under Student R esources.

C one Chapel does not support live streaming or stage lighting. If these are desired, use Hudson, Roge rs, or

Smith.

1. ____ My recital is:

a. ____ For MUSC 495 (Senior Project)

b. ____ Non-required

2. ____ Selec t and Schedule Recital/Re hearsal Dates:

Note: No more than 2 music events may be held on one day and none at t he same time.

a. ____ Me et with your applied lesson i nstructor and ac ademic advisor as early in the acade mic year as

possibl e to set your rec ital date. Graduati ng Music Majors will have priority. Recital dates will

be available on a first-c ome, first-served ba sis.

b. ____ Check available date s with the Music Department Administrative Program Coordinator in

RMC 106 and complete the Recital Scheduling Request Form (found on the Music website).

c. ____ If you plan to have a reception, all arrangements are your responsibility, howeve r, pl ease also

request space on your Request form for a reception space if you seek to have it in Rogers or

Smith.

3. ____ Accompanist:

a. ____ Ma ke sure your accompanist is ava ilable for BOTH your recital date and dress rehearsal date.

b. ____ The student will pay a fee of $75.00 to the accompanist for the dress rehearsal. This payment

should be made directly to the accompanist before the recital dat e.

4. ____Publicity & Program (See also Section 10 C. 1-4. page 9 in the Music Student Handbook)

a. ____ Program and poster design are the responsibility of the student . You can use the fre e graphic

design tool canva.com for this purpose. Examples of previous senior recital posters and

program templates are a vailable upon request. Di gital posters (RMC lobby, UC, Ford) require a

l andscape form at, 1920x1080 or higher resolution.

b. ____ Complete a Publicity form 4-6 weeks before the recital to provi de the material needed for

publicity. This will ensure your reci tal is entered in on-campus event calenda rs, and Music

Department social me dia pages.

c. ____ Email the poster and program text to mus-office@wil lamette.edu no later than th� nde

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