

HOPE COLLEGE

**APPLICATION TO PRESENT A RECITAL  
SPONSORED BY THE DEPARTMENT OF MUSIC**

This form is intended for students who wish to give a recital with the sponsorship of the Department of Music. It contains

- a summary of the departmental recital policy
- a description of the audio/video recording policy
- a comprehensive application form for reserving spaces for the recital, rehearsals, reception, and for recording services.

Please read carefully before you begin to fill out the Application Form.

**A SUMMARY OF THE DEPARTMENTAL RECITAL POLICY**

**General**

The Department of Music sponsors junior and senior recitals, and in certain cases, freshman and sophomore recitals. If you wish to present a recital, the department requires

- a) that you are studying applied music in the department at the time you give the recital; and
- b) that you must have appeared in at least two departmental student recitals before you are allowed to give a solo recital.

**RECITAL REQUIREMENTS FOR DEGREES IN MUSIC**

**B. M. in Performance**

You are required to give both a junior and senior recital. Your applied teacher must give permission for you to give a recital. Some applied areas (e.g., voice, keyboard, strings) may require their own audition, granting approval to give the recital.

**B. M. in Music Education**

It is expected that all music education majors give senior recitals. You are encouraged to consider joint recitals—a recital given by two or more music education students. Studio teachers must give permission for students to give a recital. Some applied areas (e.g., voice, keyboard, strings) may require their own audition, granting approval to give the recital.

**B. A. in Music**

You are not required to give a recital. With permission from your applied instructor, you may give a senior recital without an audition. If you wish to give a junior recital, you must first audition before a recital committee, formed and chaired by your applied instructor. Note: Some applied areas (e.g., voice, keyboard, strings) may require their own audition, granting approval to give a senior recital.

**Fine Arts/Musical Theatre Composite Majors**

You are not required to give a recital, but the department expects those students focusing in performance to give recitals. Studio teachers must give permission for students to give a recital. Some applied areas (e.g., voice, keyboard, strings) may require their own audition, granting approval to give the recital.

**Recital Requirements for Degrees not in Music**

There are no public performance requirements. In order to present a recital with departmental sponsorship, you must first audition before a recital committee, formed and chaired by your applied instructor.

## RECITAL TIMES

Recitals for any given academic year may be scheduled in the preceding spring after the calendar has been set for ensemble concerts and major departmental events. When a student recital date is placed on the calendar, it will be considered final and may be altered only under extenuating circumstances and with the permission of your applied instructor.

### Senior Recitals

Times: Monday through Friday at 8:00 p.m.; Saturday at 2:00, 4:00 or 6:00 p.m. on designated weekends.

Duration: A maximum of 60 minutes of music plus an intermission.

Place: Dimnent Chapel or Wichers Auditorium. (Organists may use the Organ Studio.)

### Other Recitals

Times: Monday through Friday at 6:00 p.m.; Saturday at 2:00, 4:00 or 6:00 p.m. on designated weekends.

Duration: A maximum of 50 minutes of music; no intermission.

Place: Wichers Auditorium; Dimnent Chapel is available only for organ and piano recitals.

## RECORDING SERVICES

The Hope College Recording Arts Center (RAC) is a state-of-the-art digital recording facility that can record recitals, concerts, etc. in Wichers Auditorium, Dimnent Chapel and the Organ Studio. The RAC is a comprehensive computer music facility that can perform digital recording and editing, as well as automated mixing and mastering. The manager of the RAC is John Erskine—NYK 115—x 7993.

All departmental recitals and concerts are audio recorded and archived in the Music Library in Nykerk. Students may acquire personal copies of audio recordings (CD format) by filling out the application form and paying a fee, covering duplicating costs.

## FOOD SERVICES FOR RECEPTIONS

Receptions may be held in designated areas, convenient to the concert venue. Only Hope College Food Services may be used to host the event. You may book receptions and arrange for catering by completing the application form and contacting campus Food Services at x7210.

## RECITAL ETIQUETTE

Because they are official permanent academic documents, printed programs may not contain expressions of gratitude, dedications, etc. Musical encores and personal remarks are not allowed at the recital (since recitals are recorded and archived for purposes of NASM accreditation). Personal expressions of thanks, as well as presentation of flowers, are certainly appropriate at receptions, after the recital.

Flowers (as stage decorations) and flash photography are not permitted at recitals.

APPLICATION FORM FOR SOLO STUDENT RECITALS

Last Name \_\_\_\_\_ First \_\_\_\_\_ email \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Degree \_\_\_\_\_ Instrument/Voice \_\_\_\_\_

I wish to reserve the following space for a recital: (check appropriate choices)

Dimnent \_\_\_\_\_ Wichers \_\_\_\_\_ Organ Studio \_\_\_\_\_

Recital Type: Junior \_\_\_\_\_ Senior \_\_\_\_\_ Other \_\_\_\_\_

NOTE: Joint recitals or half recitals that share a common program must be submitted together for approval.

RECITAL DATE

1st Choice: Date \_\_\_\_\_ Time \_\_\_\_\_ Dress Rehearsal Date/Time \_\_\_\_\_

2nd Choice: Date \_\_\_\_\_ Time \_\_\_\_\_ Dress Rehearsal Date/Time \_\_\_\_\_

Recital dates and rehearsals are booked through Kathy Waterstone, in the Music Department Office. Care is taken to consider room availability and schedules of teacher/accompanist.

PROGRAM

All music performed (including program notes/translations) must be approved by the teacher. Program information must be submitted to the office no later than two weeks prior to the recital.

RECORDING : Audio recordings are made of all Music Department recitals/concerts and are archived in the Music Library. Duplicate copies are available to students for a fee of \$25.

Do you wish to have a personal copy of your recital?  NO  YES

CD recording, *and I agree to pay \$ 25*

Checks should be made payable to Hope College Music Dept. and submitted to Kathy Waterstone prior to the recital.

VIDEO RECORDINGS CAN ALSO BE SCHEDULED BY CONTACTING VIDEO SERVICES. FOR MORE INFORMATION, PLEASE VISIT: [HTTP://WWW.HOPE.EDU/RESOURCES/VIDSERV/](http://www.hope.edu/resources/vidserv/).

ACCOMPANIST

Do you have an accompanist? NO  YES

If yes, who? \_\_\_\_\_

If you need an accompanist, please see Adam Clark, Coordinator of Accompanying.

RECEPTION NO  YES

If your recital is performed in Wichers, then the reception will be in the Nykerk Lobby. If your recital is performed in Dimnent, the reception is in the Chapel Basement Room 10. A menu of catering options is available in the Music Office; please see Kathy Waterstone for the listing.

All food requests are made through the Catering Office, x7210. It is your responsibility to arrange for your reception.

**SIGNATURES**

By signing this form, you agree to comply with all departmental guidelines.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Please gain approval and signatures from the following:

Your Teacher \_\_\_\_\_ Date \_\_\_\_\_

Accompanist \_\_\_\_\_ Date \_\_\_\_\_

Adam Clark, Accompanist Coordinator \_\_\_\_\_ Date \_\_\_\_\_

If you are giving a recital that needs approval from a Recital Committee, please provide signatures from each committee member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM INFORMATION**

The format of all recital programs will adhere to departmental policy and conform to the approved guidelines. (See Kathy Waterstone for sample programs.) Program information should be submitted typewritten, and include opus numbers, composers' dates, names of those assisting (such as accompanists, etc.). Program notes and song translations should be typed and submitted by email as an attachment to Kathy Waterstone ([waterstone@hope.edu](mailto:waterstone@hope.edu)) at least **two weeks** before recital date.

<b>SAMPLE</b>	
Mighty Lord and King All Glorious.....	Johann Sebastian Bach
from <i>Christmas Oratorio</i>	(1685-1750)
<b>Matthew Hierholzer, baritone</b>	
<b>Andrea Johnson, piano</b>	

Stage arrangements (position of piano, music stands, chairs, etc.) must be described/sketched below.  
Ushers and Stage Managers are provided with the assistance of students enrolled in MUS 080  
For special lighting and audio concerns, contact John Erskine - 7993.

