

**OBU Division of Music Procedures for
PERFORMING ARTS CLASS AND DEGREE RECITALS**

Performing Arts Class

To submit performance information for a scheduled PAC event, use the **PAC Performance Request Form** included in this document. Requests for PAC performances must be submitted by 12:00 noon on Tuesday in order to be included on the upcoming Friday PAC program. **NOTE: SCHEDULING IN ADVANCE IS HIGHLY RECOMMENDED!!** A notebook containing all submitted PAC Performance Request Forms and available performance time is available for your perusal in Mabee 102.

PAC Performance Request Forms may be submitted **only** in hard copy format by placing the form in the slot on the door of Mabee 102. Please be certain the PAC Performance Request Form has been filled out completely and accurately, including the **REQUIRED** teacher's signature as well as the date and time of the request (this information is sometimes necessary for prioritization of performers).

PAC programs will be arranged, typed, and printed by Thursday of each week. Once the program is printed, any changes or deletions will be announced from the stage at the beginning of the recital. Generally, the program will be arranged in groups of vocalists, keyboard players, and instrumentalists. This is an attempt to make PAC performances serve all the many requirements placed on this very busy and demanding performance venue.

PAC performances and recitals will be performed with the Fazioli piano. Permission from the Division Chair shall be required to do otherwise.

Degree Recitals

Enrollment: All students presenting a Degree Recital must be enrolled in the correct recital course number (Sophomore-2040; Sophomore Piano-2140; Sophomore Organ-2240; Junior-3040; Junior Piano-3140; Junior Organ-3240; Senior 25 minute-4040; Senior Piano-4140; Senior 50 minute-4240; Senior Organ-4340) during the semester the recital is to be presented.

Deviations from Recital Requirements: Students who wish to present recitals which vary from the recital requirements of their degree must have the approval of the Music Division Chair prior to the recital.

Required Forms: A **Recital Publicity Information Form** must be turned in for ALL recitals. This form is included in this document and should be submitted to the Division of Music office at least two weeks prior to the recital. Early submission of this form is important for the following reasons.....

- Program information for the sophomore and junior recital is gathered from this form and used for the printed program.

- A copy of the form is to be sent to the OBU news bureau for publication in the appropriate news publications.

In addition, students performing recitals are required to complete the **PAC Recital Stage Guide**. This guide is intended to aid in clarifying the responsibilities of the backstage PAC workers as they pertain to lighting, shifting furniture and stands, and position of keyboard instruments. The **PAC Recital Stage Guide** should be completed and placed on the backstage bulletin board at least 24 hours before the recital. Student performers and their Instructors may also communicate directly with backstage workers, but this should be done in addition to completing the **Stage Guide**. Students presenting music theatre recitals are encouraged to invite the backstage workers to participate in the recital dress rehearsal.

Printed Programs: The Division of Music office is responsible for printing ONLY Sophomore and Junior recital programs. Information for these programs will be included on the **Recital Publicity Information Form** mentioned previously in this document. **Note to Students:** Failure to submit the Recital Publicity Information Form two weeks prior to your recital may mean that you do not have a printed program. A sample program will be available for the student and their applied teacher to proof read before the final printing. **This information should be submitted Dr. George Keck, Music Division Chair, in Mabee 407.**

Senior Recital printed programs are the sole responsibility of the student recitalist and their instructor. They should be arranged according to the models provided in this document. Our aim is to achieve a degree of uniformity and consistency in the printing of these programs. Therefore, information such as degree statements, reception invitations, and teacher acknowledgments should be worded exactly as they appear on these models. For this reason, **DEDICATORY STATEMENTS AND ACKNOWLEDGMENTS OF THANKS TO FAMILY AND FRIENDS WILL NOT BE PERMITTED.**

Senior Recital printed programs may be printed in the OBU Print Shop or at the printer of your choice. The OBU Print Shop requires two weeks in order to process these printing requests. **THE STUDENT RECITALIST IS RESPONSIBLE FOR THE INCURRED COST OF PRINTING.** Twelve copies of the final recital program should be delivered to the SOFA/Division of Music office no later than three days prior to the recital.

Receptions: Students wishing to have a reception after their Senior Recital should contact the president of Sigma Alpha Iota regarding the use of plates, cups, etc. The student recitalist is responsible for all costs incurred for the reception.

PAC Performance Request Form

(PLEASE FILL OUT IN **INK** AND **PRINT legibly**)
(All blanks should be filled in properly; THANKS!!!)

COMPOSITION TITLE: _____

MAJOR WORK: _____

COMPOSER: _____

LENGTH: _____

YOUR NAME: _____

VOICE PART OR INSTRUMENT: _____

CLASSIFICATION: _____

TEACHER'S SIGNATURE: _____

ACCOMPANIST: _____

DATE OF PERFORMANCE: _____

TODAY'S DATE AND TIME: _____

This form must be submitted to Dr. Jon Secrest in hard copy form; Mabee 102.

RECITAL PUBLICITY INFORMATION FORM
Ouachita Baptist University
Division of Music

NAME: _____

TYPE OF RECITAL: _____

ACCOMPANIST: _____

HONORS/ACHIEVEMENTS: _____

HOMETOWN NEWSPAPER: _____

PLACE/DATE/TIME OF RECITAL: _____

RECITAL MUSIC TO BE PERFORMED (in order of performance):

Selection	Composer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be certain all information is printed exactly in the manner you wish for it to appear on the printed recital program. Composer dates should be checked and verified, spellings should be accurate and complete including all accents and punctuation, and titles should appear in the order they will be performed. If necessary, you may also use the back of this form. **This form must be submitted to Dr. George Keck, MFA 407 or OBU Box 3659, AND to Brooke Showalter, Mabee 107 or OBU Box 3761 two weeks prior to the recital.**

PAC Recital Stage Guide

Please fill out this form as clearly and explicitly as possible, as it is for the convenience of both the performer and the stage workers. If possible, please include a copy of the recital program with this form when completed. Give this form to a PAC worker or place it backstage ***at least 24 hours before your recital*** in order to give them ample time to prepare the recital hall and to make your recital flow as smoothly as possible.

1. What kind of recital will you be performing?

- Sophomore Junior Senior (25 min.) Senior (50 min.)
 Instrumental (please specify instrument) _____
 Voice (classical or musical theatre) _____
 Piano

2. Which piano will your accompanist play?

- Kawai Fazioli

3. Where on stage will the piano be set up?

- Standard set (in the middle of the stage – used for most recitals)
 Musical theatre set (piano angled w/keys to audience and stage left)
 Other – Please specify: _____

4. At what height would you like the piano lid?

- Tall stick (all the way up)
 Short stick (halfway up)
 Closed

5. How would you like the rim lights (the lights above the aisles and around the audience)?

- On, so that the audience can read the programs.
 Off, so that I can't see the audience.

6. If this is a musical theatre recital, which part of it will be performed first?

- Classical music
 Musical theatre music

7. If this is an instrumental recital, how many music stands will be used? _____

8. Will you need a flower stand on stage (for flowers, water, etc.)?

- Yes No

9. Will the PAC workers need to move any props on or off stage (if yes, please specify)?*

- Yes: _____
 No

10. Aside from your accompanist, will there be any extra performers in your recital? If so, please specify who they are, what they need, where they need it, and when in the program they perform.

Yes: _____

No _____

11. Will there be an intermission? If so, after which piece will it occur?

Yes: _____

No _____

12. Will there be any changes in the stage set during the recital? If so, please specify when they occur and what will be changed.

Yes: _____

No _____

13. If there is anything else you need for your recital that is not addressed above, please write it here:

Example: Front Page of BAMT Program....

Ouachita Baptist University
School of Fine Arts
Division of Music
Presents

Your Name Here

Voice Type

and

Your Partner or Co-Performer's

Name Here

Voice Type

Your Accompanist's Name Here

Piano

In a Senior Voice Recital

7:30 pm
Month 00, 0000
W. Francis McBeth Recital Hall
Mabee Fine Arts Center

Information: BAMT Program Interior.....

If from a major work (play/musical theatre) left justified listed first **bold**
one line below indent title of song/scene

Oklahoma

I Cain't Say No!

A Company of Wayward Saints

Act I, Scene II

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Your recital program must be approved by your private instructor, the coordinator of your applied area, and Dr. George Keck, Music Division Chair. It is recommended that you have your program to the print shop at OBU two weeks prior to your recital. Please make sure your program is approved by all parties in a timely manner—this will allow time for changes revisions.

Example: Back Page of BAMT Program....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Arts in Musical Theatre.

(If you are a member of Theta Alpha Phi, place it here, i.e....)

Mr. or Ms. Last Name is a member of Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Ms. Last Name is a student of (Your Voice Teacher, Your Theatre Teachers, etc.)
(list all names-whoever worked with you on your recital)

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

Example: Front Page of BMMT Program....

Ouachita Baptist University
School of Fine Arts
Division of Music
Presents

Your Name Here
Voice Type

and

Your Accompanist's Name Here
Piano

In a Senior Voice Recital

7:30 pm
Month 00, 0000
W. Francis McBeth Recital Hall
Mabee Fine Arts Center

Information: Interior of BMMT program.....

If from a major work (opera/play/musical theatre) left justified listed first **bold**
one line below indent title of song/scene

Elijah

Lord God of Abraham

Oklahoma

I Cain't Say No!

A Company of Wayward Saints

Act I, Scene II

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required for the classical section—they may be directly under the song
or you may have a separate insert—see examples

Your recital program must be approved by your private instructor, the coordinator of your
applied area, and Dr. George Keck, Music Division Chair. It is recommended that you
have your program to the print shop at OBU two weeks prior to your recital. Please make
sure your program is approved by all parties in a timely manner—this will allow time for
changes.

Example: Back Page of BMMT Program...

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music in Musical Theatre.

(If you are a member of Fraternity put it here, i.e....)

Mr. or Ms. Last Name is a member of Sigma Alpha Iota International Women's Music Fraternity; Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Ms. Last Name is a student of (Your Voice Teacher, Your Theatre Teachers, etc).
(list all names-whoever worked with you on your recital)

You are cordially invited to a reception in the Hammons Gallery immediately following the performance

Example: Front Page of BM Performance Program...

Ouachita Baptist University
School of Fine Arts
Division of Music
Presents

Your Name Here
Voice Type

and

Your Accompanist's Name Here
Piano

In a Senior Voice Recital

7:30 pm
Month 00, 0000
W. Francis McBeth Recital Hall
Mabee Fine Arts Center

Information: Interior of BM Performance Program.....

If from a major work (opera/musical theatre) left justified listed first **bold**
one line below indent title of song/scene

Elijah

Lord God of Abraham

Oklahoma

I Cain't Say No!

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required—they may be directly under the song or you may have a separate insert—see examples

Your recital program must be approved by your private instructor, your applied area coordinator, and Dr. George Keck, Music Division Chair. It is recommended that you have your program to the print shop at OBU two weeks prior to your recital. Please make sure your program is approved by all parties in a timely manner—this will allow time for changes.

Example: Back Page of BM Performance Program....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music Performance.

(If you are a member of Fraternity put it here, i.e....)

Mr. or Ms. Last Name is a member of Sigma Alpha Iota International Women's Music Fraternity; Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Ms. Last Name is a student of (Your Teacher's Name here).

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

Example: Front Page of BME Program....

Ouachita Baptist University
School of Fine Arts
Division of Music
Presents

Your Name Here
Voice Type

and

Your Accompanist's Name Here
Piano

In a Senior Voice Recital

11:00 am
Month 00, 0000
W. Francis McBeth Recital Hall
Mabee Fine Arts Center

[Information: Interior of BME Program.....](#)

If from a major work (opera/musical theatre) left justified listed first bold-one line below indent title of song

Elijah

Lord God of Abraham

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required—they may be directly under the song or you may have a separate insert—see examples

Your recital program must be approved by your private instructor, the coordinator of your applied area, and Dr. George Keck, Music Division Chair. It is recommended that you have your program to the print shop at OBU two weeks prior to your recital. Please make sure your program is approved by all parties in a timely manner—this will allow time for changes.

Example: Back Page of BME Program.....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music Education.

Mr. or Ms. Last Name is a student of (Your Teacher's Name here).

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

NOTE: OBVIOUSLY, NOT ALL DEGREE RECITALS ARE REPRESENTED HERE, BUT THESE SHOULD BE SUFFICIENT TO GET THE POINT ACROSS. THESE MODELS MAY BE MODIFIED AS NEEDED BY AREA COORDINTORS OR DEPARTMENT CHAIRS, AS LONG AS THE BASIC INFORMATION AND FORMAT REMAINS THE SAME.