



OUACHITA BAPTIST UNIVERSITY

School of Performing Arts

DEGREE RECITAL HANDBOOK

1. Enrollment

All students presenting a Degree Recital must be enrolled in the correct recital course number during the semester the recital is to be presented. Students may ask their advisor to make a change *before* the Add-Drop deadline or the Dean *after* the Add-Drop deadline.

MUAP 2040	Sophomore Accompanied (\$75 course fee)
THEA 2110	Sophomore Recital Prep
MUAP 2140	Sophomore Unaccompanied
MUAP 3040	Junior Accompanied (\$100 course fee)
MUAP 3140	Junior Unaccompanied
MUAP 4040	Senior 25 minutes Accompanied (\$100 course fee)
THEA 4110	Senior Recital Prep
MUAP 4140	Senior Unaccompanied
MUAP 4240	Senior 50 minutes Accompanied (\$150 course fee)

2. McBeth Recital Hall Use

Students presenting recitals may reserve the recital hall with the SOPA Administrative Assistant in the following 60-minute blocking rehearsals and dress rehearsals. In addition, applied teachers and theatre coaches may reserve up to *two* hours in the recital hall per student for use in lessons, coachings, and the recital hearing.

BFA Theatre

Junior/Sophomore Recitals	1 Blocking Rehearsal, 1 Dress Rehearsal
Senior Recitals	1 Blocking Rehearsal, 2 Dress Rehearsals

BM Performance/BMMT

Junior/Sophomore Recitals	1 Dress Rehearsal
Senior Recitals	2 Dress Rehearsals

BME

Senior Recitals	1 Dress Rehearsal
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3. Recital Hearing

All recitalists must present a recital hearing at least *two weeks* before the recital to a hearing committee made up of the applied instructor and two other SOPA faculty chosen in consultation with the applied instructor.

4. Required Forms

- *Two Weeks Before:* A **Recital Form** must be submitted for sophomore and junior recitals (not senior recitals). The form must be submitted to the SOPA Administrative Assistant at least two weeks prior to the recital. Early submission of this form is important because program information for sophomore and junior recitals is gathered from this form and used for the printed program. (Students may request a press release and publicity via the online publicity request with OBU Office of Communications: <https://obu.edu/stories/news/request.php>.)

- *One Week Before:* A **Recital Stage Guide** must be submitted for all recitals following the recital hearing. This form is intended to aid in clarifying the responsibilities of the backstage PAC workers (e.g. lighting, shifting furniture and stands, position of keyboard instruments, etc.). The Recital Stage Guide should be completed and given to SOPA Administrative Assistant at least one week prior to the recital. Student performers and their instructors may also communicate directly with backstage workers after completing the Recital Stage Guide. Students presenting music theatre recitals are encouraged to invite the backstage workers to participate in recital dress rehearsals. (Students may request a press release and publicity via the online publicity request with the Office of Communications: <https://obu.edu/stories/news/request.php>.)

5. Printed Programs

- *Sophomore and Junior Programs:* The SOPA office will print programs for Sophomore and Junior recital programs based on the information in the Recital Form.

- *Senior Programs:* Printing of Senior Recital programs are the sole responsibility of the student and the applied instructor. A sample program template may be found at the end of this packet and on the Division of Music website: <https://www.obu.edu/music>. Students should have a program proof available for members of their hearing committee to follow and edit. Senior recital programs must be given to the Applied Music Chair *one week before the recital* for proofing following the hearing and before printing. Dedicatory statements and acknowledgements to family and friends are not permitted. Seniors will acquire their own program paper in the form of 100 sheets of white or ivory linen paper, which may be purchased locally or online. Applied instructors will assist students in printing recital programs using university copiers.

6. Recital Poster Guidelines

If students choose to create and display posters for their recitals, the maximum size permitted is 11x17, and the poster must be approved by the Applied Music Chair prior to printing and posting. Students may have their posters printed at the local UPS Store or an online printer. Recital posters may be posted only on bulletin boards, not on painted or glass surfaces that may be damaged when the poster is removed.

7. Recital Dress Code

Students must work with the applied instructor to determine appropriate stage attire. Students should dress as professionally as possible, as the video recordings may be used for future opportunities (e.g. graduate school applications, job applications, performance auditions, etc.).

8. Prop Storage: A limited amount of space is available for prop storage in Mabee 225 on a first-come, first-served basis. Props should not be placed in the copy room, choir room, organ room, backstage, etc. Students must make sure any props removed from Mabee 225 immediately after the recital. The Theatre Student Intern may be available to help with moving props back to Verser.

9. Receptions: Receptions in the Hammons Art Gallery occur only following guest artist and faculty recitals.

10. Timeline: Below is a brief timeline of the events during the semester of a degree recital.

Beginning of Semester

- ☐ Attend recitalist meeting with Applied Music Chair
- ☐ Confirm registered for correct recital course number(s)
- ☐ Communicate with collaborative pianist (recital date, rehearsals, music, etc.)

During Semester

- ☐ Reserve the following in recital hall with SOPA Administrative Assistant:
 - *Blocking rehearsal(s)*
 - *Dress rehearsal*
 - *Recital hearing*
- ☐ Determine hearing committee with applied instructor
- ☐ Determine performance attire with applied instructor
- ☐ Complete online publicity request (optional)
- ☐ Submit recital poster for approval by Applied Music Chair (optional)
- ☐ Acquire permission from JPAC/Verser faculty supervisor and Student Life Office before posting recital posters (optional)
- ☐ Make arrangements to record recital (optional, but recommended)

Two Weeks Before Recital

- ☐ Submit "Recital Form" to SOPA Administrative Assistant (sophomores/juniors)
- ☐ Create draft program for recital hearing
- ☐ Complete recital hearing
- ☐ Update senior recital program and submit to Applied Music Chair for approval

One Week Before Recital

- ☐ Submit "Recital Stage Guide" to SOPA Administrative Assistant
- ☐ Print senior recital programs

Immediately After Recital

- ☐ Remove props from Mabee 225

One Week After Recital

- ☐ Remove recital posters

RECITAL FORM

For sophomore and junior recitals only.

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 the SOPA Administrative Assistant *two weeks* prior to the recital.**

NAME: _____

TYPE OF RECITAL: _____

COLLABORATIVE PIANIST: _____

VENUE/DATE/TIME OF RECITAL: _____

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

TITLES	COMPOSER NAMES	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal Applied Instructor _____

Additional Instructor(s) _____

Choreographer (Musical Theatre) _____

Additional Participants _____

RECITAL STAGE GUIDE

Sophomore, Junior, and Senior Recitals

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 the SOPA Administrative Assistant at least *one week* before your recital** in order to give the PAC workers ample time to prepare the recital hall and to make your recital flow as smoothly as possible.

Recitalist Name: _____

Date of Recital: _____ Time: _____

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 collaborative pianist 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 right)
☐ Other: _____

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

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

5. In order to determine piano positioning, if this is a BM musical theatre recital, which part of the recital will be performed first?

- ☐ Classical music
☐ Musical theatre music

6. Aside from your collaborative pianist, 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

7. How many music stands will be needed? _____

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. 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

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

SENIOR RECITAL PROGRAM TEMPLATE

Downloadable template available at: <https://www.obu.edu/music/>

Ouachita Baptist University
School of Performing Arts
Division of Music

Presents

[Student Name]

[Instrument/Voice]

In a Senior Recital

[Time a.m./p.m.]

[Month, Day, Year]
W. Francis McBeth Recital Hall
Mabec Fine Arts Center

This recital is presented in partial fulfillment of the requirements
for the degree [Degree Title].

[Student Name] is a student of [Teacher Name].

PROGRAM

<i>Jeanie with the Light Brown Hair</i>	Stephen Foster (1826-1864)
<i>Zwei Gesänge, Op. 91</i> Gestillte Sehnsucht Geistliches Wiegenlied	Johannes Brahms (1833-1897)
<i>Fiddler on the Roof</i> Far From the Home I Love Assisted by Jane Smith, violin	Jerry Bock (1928-2010)
<i>Le nozze di Figaro</i> Voi, che sapete	Wolfgang Amadeus Mozart (1756-1791)
<i>Inspirations Diabolique</i> (1981) IV. Cadenza V. Perpetual Motion	Rick Tagawa (b. 1947)
<i>Three Courses</i> (2014) I. Appetizer II. Main Course III. Dessert Assisted by John Smith, violin and Joan Smith, percussion	Jose Garcias (b. 1972)
Suite No. 2 in D Minor, BWV 1008 Prelude Allemande Courante I and II Gigue	Johann Sebastian Bach (1685-1750)