

KELLER HALL STUDENT RECITAL PROCEDURES (FILL OUT FORM ON BACK)

RECITAL PREREQUISITES

1. Completion Theory 252 and 252L
2. Completion Music History 361/362
3. Bachelor of Music Junior, enrolled in 300 level applied music AND 391 *Junior Recital*
4. Bachelor of Music or B.M.E. Senior, enrolled in 400 level applied music AND 491 *Senior Recital*
5. Other Music degree, enrolled in 300 level applied music or higher
6. Currently enrolled in the CFA

RECITAL APPLICATION

1. Students wishing to perform a recital must verify Keller Hall availability and then fill out a PERFORMANCE BOOKING FORM (see back).
2. This form must be filled out COMPLETELY and SIGNED BY YOUR INSTRUCTOR.
3. **ONLY 10 STANDS & 10 CHAIRS** are available, if you need more equipment, YOU must provide it. A Keller Hall Staff member will attend your dress rehearsal and will set up according to your performance booking form. If you have any changes please inform them at your dress rehearsal.
4. YOUR EVENT WILL NOT BE CONFIRMED IN THE KH CALENDAR UNTIL THIS FORM IS RECEIVED SIGNED AND COMPLETED!

PROGRAMS

1. PLEASE EMAIL YOUR PROGRAM TO ME! This cuts down on errors and time: email an attachment to lhunter@unm.edu. If you don't have access to email, you can give me a LEGIBLE hard copy.
NOTE: Graduate degree recital programs must be submitted to the Graduate Coordinator, not directly to me, and must be approved in advance by your advisory committee.
2. I must receive your program AT LEAST 7 DAYS BEFORE YOUR PERFORMANCE. Please have your instructor proof your program before you give it to me. YOU ARE RESPONSIBLE FOR ACCURATE INFORMATION ON YOUR PROGRAM! Your program will be ready to be proofed in its final form 5 DAYS before your performance -- You can still make changes at this point.
3. I WILL ONLY MAKE 50 COPIES unless you request more.
4. If you have designed and copied a poster, I will be happy to post in Keller Hall display case.

HALL SCHEDULING

1. Performance times will be assigned on a first come, first serve basis.
2. Students giving REQUIRED recitals may sign up after MAY 1st for the Fall semester and after SEPTEMBER 1st for the Spring semester.
3. All other users may sign up after the first day of classes for the semester they wish to perform during.
4. Student recital times are typically on even hours, starting at 4pm on weekdays and 12pm on weekends.
5. Students will be given 30 minutes setup/warm-up time.
6. Students must limit their program to 90 minutes INCLUDING intermission. DO NOT OVER PROGRAM.
7. Notification of CANCELATIONS must be given within 10 days of scheduled event. Lack of notice may result in a fee for "no-show," waste of program paper and staff time.

RECORDING

If you are planning on having your student recital recorded, you need to contact the Recording Studio as soon as possible! You must pay the fee of \$50, thirty (30) days prior to the Recital (NOTE: For graduate degree recitals—the fee is due TWO months ahead of time). This fee includes one CD. Additional CDs are offered for a minimal fee. NOTE: If you do not meet this deadline, your recital may not be recorded at all! A late fee of \$25-\$50 will be added to requests after the 30-day period. A recording form is in the Music Office, Rm. 1105. Graduate students are required to pay the fee for their degree recital, since the recording must be recorded by the Recording Studio, and a copy is kept in the permanent archive. If anyone has any questions or has a problem with the deadline, you must contact the Recording Studio: Rm. 1136 Manny Rettinger - email manrett@unm.edu ; 277-1309

QUESTIONS? Please call Lauren Hood 277-2131 or email keller@unm.edu.

Keller Hall Performance Booking Form

STUDENT INFORMATION:

Name: _____

Instrument: _____

Phone: _____ Email: _____

Is this recital **required** for your degree? YES _____ NO _____

Degree Program (B.M., B.M.E., B.A., M.M., etc.) _____

Year (**SPECIFY** Junior, Senior, Grad) _____

Dress Rehearsal Date & Time _____
(schedule with performance)

Performance Date & Time _____

Do you need a program made up for this event? YES _____ NO _____

STAGE SET-UP:

PIANO #2 UNLESS FOR PIANO MAJOR OR GRAD STUDENTS. #1 _____ #2 _____

How many Acoustic shell? _____ Risers _____

Stands (10 available) _____ Organ Doors open/closed _____

Chairs (10 available) _____ Back Curtains: _____

Pageturner Chair? _____ Side Curtains: _____

*RECEPTIONS MAY **NOT** BE HELD IN THE GREEN ROOM. You may hold it in the lobby area or reserve a classroom through the main office, Rm. 1105.

Additional equipment/space needs:

SIGNATURE OF APPLIED INSTRUCTOR _____

DATE _____

****READ BOTH SIDES OF THIS FORM DILIGENTLY****