

KELLER HALL  
GRADUATE  
RECITAL PROCEDURES

*You must read each item and initial on the lines provided.*

**RECITAL PREREQUISITES**

1. Meet with Graduate Coordinator to complete information needed the semester before graduation.
2. Complete the Graduation Submission form for degrees requiring a recital. \_\_\_\_\_
3. For further information, please check the Department of Music Graduate Student Handbook. \_\_\_\_\_

**RECITAL APPLICATION**

1. Students wishing to perform a recital must verify Keller Hall availability with manager and then fill out a performance booking form. \_\_\_\_\_
  - a. Once the form is signed and submitted, you will receive a YouTube link for the livestream, and your recital will be officially scheduled. **This is your booking contract.** \_\_\_\_\_
2. This form must be filled out completely and signed by student and applied music professor. \_\_\_\_\_
  - a. Performer will need to verify with applied music professor regarding 'Stage Set-up' \_\_\_\_\_
3. Piano Proficiency Exam confirmation needed to verify completion, if applicable. \_\_\_\_\_

**PROGRAMS**

1. Printing format needs to be on 8 ½" x 11" pages not folded. Program notes will be printed on standard 8 ½" x 11" pages. \_\_\_\_\_
2. Check Department of Music Graduate Student Handbook in the Appendix for further formatting and information that needs to be on the program. \_\_\_\_\_
3. Email programs to the **Graduate Coordinator**. \_\_\_\_\_
  - a. Exception: Graduate Certificate students will email final program to [Keller@unm.edu](mailto:Keller@unm.edu). Highly recommended to have a professor proof as it will be printed as is with no format or proofing from the Keller Hall Manager. \_\_\_\_\_

**HALL SCHEDULING**

1. Student recital times are 4:00 p.m., 6:00 p.m., or 8:00 p.m. on weekdays and Noon, 2:00 p.m., 4:00 p.m., 6:00 p.m., or 8:00 p.m. on weekends. \_\_\_\_\_
  - a. 8:00 p.m. is only available if earlier times are taken. \_\_\_\_\_
  - b. All students are given a 30-minute prep time before their recital to warm-up. \_\_\_\_\_
2. Students can schedule a two-hour dress rehearsal or two one-hour dress rehearsals. Please include your applied music teacher and anyone involved in your recital with this decision. \_\_\_\_\_
  - a. Exceptions:
    - i. Percussionist are given three hours for a dress rehearsal which includes their set up and tear down time for their rehearsal. \_\_\_\_\_
    - ii. Conducting are given three hours for a dress rehearsal to include the set up and tear down of their recital. Conductors are responsible for sharing any set up and set changes needed for their recital. \_\_\_\_\_
3. Do not over program as it's not fair to other performers to have their time cut short. \_\_\_\_\_
4. Cancellations need to be given as soon as possible as it not only effects the halls schedule but the student employees, manager, and other performers who could have used the time. \_\_\_\_\_
  - a. This is the responsibility of the performer and applied music teacher to notify the manager. \_\_\_\_\_

**RECORDING**

For an audio recording, please contact the recording studio's audio-visual tech, Liz Rincon [tempest@unm.edu](mailto:tempest@unm.edu), as soon as possible. **This form is DUE 30 days before your recital!** \_\_\_\_\_

## Keller Hall Graduate Performance Booking Form

### STUDENT INFORMATION:

Name: \_\_\_\_\_

Instrument(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Degree Program (M.M., Grad CERT) \_\_\_\_\_

Dress Rehearsal Date & Time \_\_\_\_\_

Performance Date & Time \_\_\_\_\_

### STAGE SET-UP:

How many Acoustic shells? \_\_\_\_\_

Organ Doors: Open / Closed

Stands (10 available) \_\_\_\_\_

Chairs (10 available) \_\_\_\_\_

Curtain Options: Fully Open ¼ open ½ open ¾ open Fully Closed

Back Curtains: \_\_\_\_\_

Side Curtains \_\_\_\_\_

Page-turner Chair? Yes No

### LIVE STREAM:

Have you filled out a consent form before? YES \_\_\_\_\_ NO \_\_\_\_\_ MAYBE \_\_\_\_\_

List all performers in your recital as well as page-turner with their emails:

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

I hereby agree, the information above is correct and works with everyone's schedule who is involved in the recital. I agree if anything changes or I need to cancel the recital, I will notify the manager as soon as possible.

SIGNATURE OF STUDENT \_\_\_\_\_

SIGNATURE OF APPLIED INSTRUCTOR \_\_\_\_\_

DATE \_\_\_\_\_