

# KELLER HALL UNDERGRADUATE RECITAL PROCEDURES

## RECITAL PREREQUISITES

1. Enrolled in either APMS 391 *Junior Recital* or APMS 491 *Senior Recital*
2. Completed MUS 252 *Theory IV* and MUS 232L *Theory IV Aural Lab*
3. For a senior recital must complete all:
  - a. MUS 361 *History of Music I* and MUS 362 *History of Music II*
  - b. Passed all section of the Piano Proficiency Exam if required for the degree and signed off by professor for completion.

## RECITAL APPLICATION

1. Students planning to perform a recital must verify Keller Hall availability with manager and then fill out a performance booking form.
  - a. Form is a signed contract stating the performer will be giving a recital. The student recital will not be posted online until the form has been received with all the required information.
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. Include title, if applicable: movements, composer, dates of the composer's life or b. (year born) if composer is still living and all performers in the program.
2. Vocalists need to include translations with the program in a two-column format with original text on left and translations on right.
3. If applicable, include intermission or brief pause in program.
  - a. Highly recommended if there are any large set changes.
4. Email all information to [Keller@unm.edu](mailto:Keller@unm.edu) and [Colleens@unm.edu](mailto:Colleens@unm.edu)
5. **Program needs to be received no later than 7 days before the performance. If received after, the performer is responsible for the accurate information and printing of the program.**

## 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 are Percussionist. Percussionist are given three hours for a dress rehearsal which includes their set up and tear down time for their rehearsal.
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.

## LIVE STREAM

Most performances in Keller Hall will be livestreamed. You may request not to have a livestream. The link will not be given until recital application is completed. **Note that this is a livestream only; your recital will not be video recorded.**

## Keller Hall Undergraduate Performance Booking Form

### STUDENT INFORMATION:

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

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

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

Degree Program (B.M., B.M.E., B.A.) \_\_\_\_\_

Year (*SPECIFY* Junior or Senior) \_\_\_\_\_

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 PIANO PROFICIENCY INSTRUCTOR (for seniors) \_\_\_\_\_

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

DATE \_\_\_\_\_