

KELLER HALL
UNDERGRADUATE
RECITAL PROCEDURES

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

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. 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. 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 rajsmith@unm.edu and 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, as soon as possible. **This form is due 30 days before your recital.** _____

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 $\frac{1}{4}$ open $\frac{1}{2}$ open $\frac{3}{4}$ 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 _____