



MUSC 299- RECITAL
Application Form

PREREQUISITE: REGISTRATION, COMPLETED RECITAL FORM,
AND PERMISSION OF THE MUSIC DEPARTMENT IN **THE TERM PRIOR** TO THE RECITAL
Please see the reverse side for guidelines and to assist you in your planning.

Student's Name: _____ Class Year: _____

No. of Terms of Instrument Study at Carleton: _____ Instrument: _____

Accompanist: _____ Proposed Location: _____

Proposed Date: _____

Beginning Time of Recital: _____ End Time of Recital: _____

Proposed Repertoire to Be Performed:

***Student's Signature** _____ email: _____

If approved, student may not concurrently register for other lessons on the same instrument.

=====FOR THE INSTRUCTOR=====

I certify that the above student is/will be ready to perform the compositions on this proposed recital.

Instructor's Name: _____

***Instructor Signature**

Date

=====FOR THE DEPARTMENT=====

***Music Department Chair Approval**

Date

ALSO FILL OUT THE BACK OF THIS FORM AND SUBMIT TO PERFORMANCE ACTIVITIES COORDINATOR, Room M115, Weitz.

POLICIES AND GUIDELINES FOR STUDENT RECITALS

1. Approved recitals are scheduled through the Performance Activities Coordinator's office (PAC), at least one term in advance. Student recitals are performed in Applebaum Recital Hall and usually fall on a Saturday or Sunday in May from 1pm-6pm, with more than one recital per day. Typical reservations are 1:30-3:30 for a 2pm recital, or 3:30-6pm for a 4pm recital. The recital must be at least 30 min. in length.
2. The PAC office will provide support for your concert including listing on the campus calendar, one manager for the event, one audio/video technician, an audio/video recording, and a printed program. All program information must be provided to the PAC office at least one week in advance of the event and can be sent to concerts@carleton.edu. The PAC office will not produce individual posters.
3. The recital hall has light sound reinforcement with laptop playback. Any additional audio needs should be discussed with your instructor, the PAC office, and discussed ahead of time with Matthew Zimmerman (mzimmerman@carleton.edu).
4. Students holding recitals are entitled to one dress rehearsal.
 - Rehearsals require separate reservations. Contact Emma Buechner (buechnere@carleton.edu).
 - Any reserved rehearsal times can be bumped for Music Department events.
 - If you need to rehearse with a piano, a piano key can be checked out for the week of your recital from the PAC office, Office M115. Please return the key promptly after use.
5. Your audio/video recording will be shared with you via Dropbox when it is available. You may contact Susan Shirk to request it (sshirk@carleton.edu).

Concert Manager:	A/V Technician:										
Performer/Event Name: _____ Full Reservation Time: _____ Beginning Time of Recital: _____ End Time of Recital: _____ Open House at: _____ (usually 15 min before start of event) Length of Pause/Intermission(s): _____ Estimated Audience: _____ (60 capacity) Late seating: () continuous () between pieces () between movements () at pause/intermission(s) only () none/closed performance											
<div style="float: right; border: 1px solid black; padding: 5px; width: 200px; text-align: center;"> <i>Office Use Only</i> Audience count: _____ </div>											
<table style="width: 100%;"> <tr> <td style="width: 50%;">Estimated # of performers: _____</td> <td style="width: 50%;">Piano(s)? () No () Yes _____</td> </tr> <tr> <td>Number of: Chairs: _____</td> <td>Amplified Instruments: _____</td> </tr> <tr> <td>Cello chairs: _____</td> <td>_____</td> </tr> <tr> <td>Music stands: _____</td> <td>Acoustic Curtains (explain) _____</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>		Estimated # of performers: _____	Piano(s)? () No () Yes _____	Number of: Chairs: _____	Amplified Instruments: _____	Cello chairs: _____	_____	Music stands: _____	Acoustic Curtains (explain) _____		_____
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