RECAITAL CHECKLIST

☐ 1. Confirm that your degree program is on file in the Music, Theatre, and Dance department office. Masters students must be advanced to candidacy.

☐ 2. Confirm the specific recital requirements and course enrollment.
   - ___ BA Senior Recital (20 minutes) – MUS 441
   - ___ BM Junior Recital (30 minutes) – MUS 340
   - ___ BM Senior Recital (50 minutes) – MUS 440
   - ___ MA/MM Recital (50 minutes) – MUS 599

☐ 3. Check with your applied music teacher to be certain that the repertoire you have selected is appropriate to your level of study and to the type of recital you will be performing.

☐ 4. You must be currently enrolled for applied lessons and for your recital coursework (see course numbers above) for the quarter in which you will be presenting your hearing and recital.

☐ 5. Schedule your Hearing Date and your Recital Date
   Complete form PTS-112 Music Student Recital Request Form. (Attached to this packet, or available at the A&L PTS Production Office at TA 110. Also available on the web.)

   - Most recitals are performed in the Music Hall. Most hearings are presented in other classrooms or faculty offices.
     Any exceptions require Department Chair approval.
   - The PTS-112 Recital Request Form is due by Friday of the first week of classes in the quarter of your recital.
   - Junior Recitals will normally be scheduled on Friday of the 7th week of the quarter, between the hours of 9am-5pm.
   - Senior Recitals will normally be scheduled on Friday of the 9th week of the quarter, between the hours of 9am-5pm.
   - Any requests for alternate recital dates and times will need Department Chair approval.
   - Evening and weekend recitals will incur staffing costs.
     - Schedule your recital in anticipation of passing your hearing. Recital time slots can fill up quickly.

☐ 6. Arrange your committee of three applied teachers (your applied teacher and two others) by completing the Committee Signature Page (attached). They each must sign your Committee Signature Page.

☐ 7. Perform your Recital Hearing. Be prepared to perform your entire recital with all of the performers who will participate in your recital. Bring the following to your hearing:
   - Recital Permission Form (attached)
   - A camera-ready program in performance order, with translations as needed.
   - All of the performers (no substitutions)
   - The committee will complete Recital Hearing Adjudication Forms (attached) and sign the Recital Permission Form at the hearing.

☐ 8. If you pass your Hearing, you may then give your Recital.

☐ 9. You may schedule up to three (3) ninety-minute rehearsal blocks in the Music Hall, Band Room or Choir Room. Contact the Performing Arts Facilities Coordinator in TA 110, 323-343-4133, pts@cslanet.calstatela.edu to schedule rehearsal time

☐ 10. Have your applied teacher and the Department Chair proofread your program (and translations).

☐ 11. Present your Recital.

Notes:
- You do not have to do a jury in the quarter that you perform your recital.
- Recitals are formal. Please dress and behave appropriately.
- Encores are not allowed.
- This process should begin at least three quarters prior to your recital.
- All recitals are recorded (audio only, stereo mix to CD) for archival purposes. You will receive one copy of the archival recording on CD typically available within one week after your recital. Pick up at TA 110.
INSTRUCTIONS FOR COMPLETING
PTS-112 MUSIC STUDENT RECITAL REQUEST FORM

1. Complete both sides of the PTS-112 Form as completely as possible. Provide as much detail on the makeup of your ensemble(s) as possible. If you have multiple ensembles, please provide instrumentation breakdowns of each. You may attach additional pages and setup charts.

2. Please review the restrictions on the bottom of the second page. Please plan your presentation around these safety limitations. All receptions with food or drink need to be held in the courtyard. No food and drink is allowed in the lobbies or the performance venues.

3. If you are requesting alternate dates/times for your recital, please list up to three dates in order of preference. Each date must have Department Chair Approval (in the last box) in order to consider your request.

4. Sign and date the form where it says “Student Signature”. Have your applied music teacher sign and date the form at the bottom of page one, where it says “Faculty Signature”. If needed, also have the Music Department Chair sign. (Chair signature is required for alternate dates, times, or alternate hearing venues.)

5. Turn in your PTS-112 to the Performing Arts Facilities Coordinator, located at the A&L PTS Production Office in TA 110. Fax at 323-343-5565 or email at pts@cslanet.calstatela.edu are also acceptable. A&L PTS will review your request. If needed, the Technical Director may contact you regarding technical requirements and requests. A walkthrough of the facility may also be scheduled if needed.

6. You will receive an email when your recital date is confirmed. Regular, daytime recitals M-F 9am-5pm start time** will be scheduled at no cost to the student.

** Recitals scheduled on other days/times will need approval of costs associated with your evening or weekend recital.

If your recital has costs, an estimate will be produced and emailed to you. Upon receipt of that estimate with your approving signature, your recital date and time will be confirmed.

Notes about costs:
- Staff supervision is required for all activities during evenings or weekends in the Music Hall and other performance facilities. Minimum staffing is at least a Facility Manager for the entire time the facility is used, including preparation and cleanup time.
- All events with an audience or that use the auditorium/lobby will require a House Manager.
- All recitals are recorded for archival purposes, requiring at minimum one A1 Audio Engineer. Additional audio technicians may be needed for more complex ensembles.
- A simple piano and vocal recital, booking the Music Hall for a 4 hour period, normally requires a 3-person staff and costs around $250.00.
- A larger jazz ensemble or commercial music ensemble in the State Playhouse might require up to a 5-person staff for 6-8 hours and cost between $600.00-800.00.
- Composition recitals and recitals with multiple ensembles (setup changes) normally require additional technicians.

Additional information is available on the web at:

http://www.calstatela.edu/academic/al/pts/access.php
**COMMITTEE SIGNATURE PAGE**
California State University, Los Angeles
Department of Music, Theatre, and Dance

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<th>Student Name</th>
<th>Recital Instrument</th>
<th>Phone</th>
<th>Email</th>
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| ☐ BA | ☐ BM Junior | ☐ BM Senior | ☐ MA | ☐ MM | ☐ Other: |

**Hearing Date, Time, Location:** ________________________________

**Recital Date, Time, Location:** ________________________________

________________________________________

Applied Teacher/Committee Member #1  Signature  Date

________________________________________

Committee Member #2  Signature  Date

________________________________________

Committee Member #3  Signature  Date

*The following committee agrees to attend the hearing and recital on the dates specified above.*
RECITAL PERMISSION FORM
California State University, Los Angeles
Department of Music, Theatre, and Dance

Student Name ________________________________________________________________
Recital Instrument __________________________________________________________
Phone ______________________________________________________________________
Email ______________________________________________________________________
☐ BA ☐ BM Junior ☐ BM Senior ☐ MA ☐ MM ☐ Other:

To be filled out at the Hearing by the Committee:

Recital Date, Time, Location: __________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please attach completed degree program.
Please attach a copy of recital program/flyer. No changes to the program may be made after the
recital hearing unless specifically requested by the committee.

Approval signatures:

________________________________________ Date
Applied Teacher/Committee Member #1

________________________________________ Date
Committee Member #2

________________________________________ Date
Committee Member #3

________________________________________ Date
Department Chair
RECITAL HEARING ADJUDICATION FORM
California State University, Los Angeles
Department of Music, Theatre, and Dance

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☐ BA  ☐ BM Junior  ☐ BM Senior  ☐ MA  ☐ MM  ☐ Other:  

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Pass: __________   Fail: __________

Adjudicator Signature  
________________________________________
**RECITAL HEARING ADJUDICATION FORM**

California State University, Los Angeles  
Department of Music, Theatre, and Dance

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☐ BA  ☐ BM Junior  ☐ BM Senior  ☐ MA  ☐ MM  ☐ Other:

Comments:

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Pass: ___________  Fail: ___________

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*Adjudicator Signature*
RE bâtal HEARING ADJUDICATION FORM
California State University, Los Angeles
Department of Music, Theatre, and Dance

Student Name __________________________________________________________

Recital Instrument ____________________________________________________

Applied Teacher _______________________________________________________

Hearing Date __________________________________________________________
☐ BA ☐ BM Junior ☐ BM Senior ☐ MA ☐ MM ☐ Other:

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