

Recital Procedure for VAM College Students

--3rd and 4th year Music Performance Diploma/B.Mus. students and all Artist Diploma students give a recital

I. Months ahead:

--teacher and student begin planning the program. Guidelines on length:

--3rd year B.Mus. recital: 30 minutes (or more) of music

--4th year B.Mus. and both Artist Diploma recitals: 60 minutes (or more) of music

--teacher and student agree on possible dates. Student books Recital Hall with Administrative Director (Cecilia) and notifies teacher of date. **BOOK THE HALL WELL AHEAD OF TIME.**

--teacher arranges for one additional juror

II. Weeks ahead:

--posters are the student's responsibility. The design must be approved by your teacher before printing and distributing

--posters to be put up at the school need to be stamped by the Front Office staff

III. Two weeks ahead:

--student types up Recital Program by downloading and then updating the appropriate template from the VAM website. If desired, additional program notes or translations of song texts may be included.

--teacher must approve the program.

--student submits print-ready program by email to: foa@vam.ca (Marsha). **PROGRAM MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE RECITAL. LATE PROGRAMS CAN BE REJECTED!!**

--the program will be approved and copied by staff at the Front Office

--inform Front Office of set-up requirements: music stands, reception tables, recording, etc.

--prepare copies of your music for the adjudicators

--if you decide to postpone your recital, be sure to cancel your Recital Hall booking

IV. Day of Recital:

--student arranges the pick-up of printed programs from Front Office during regular business hours and is responsible for distribution of programs

--receptions are permitted. Do your best to tidy up: others will use the space the next day (staff must wait for you to leave in order to lock up, so try not to linger too long)

V. After the Recital:

--the comments of the adjudicators will be forwarded to student by College Office