

**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 MPD recital: 30 minutes (or more) of music

--4th year MPD 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 Carrie before printing

--please see rules for college student posters below\*

**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](mailto: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

**\*Rules for College Student Posters**

**1) Poster must include at least the following:**

--student name and instrument (e.g., "John Doe, violin")

--appropriate designation including their program (e.g. "Artist Diploma Graduation Recital")

--date, time, and venue

--VAM logo: this can be copied from the recital templates posted on this site

**2) Approval**

--please send to Carrie for approval: <carrie@vam.ca>

**3) Free printing** is available under the following conditions:

--poster is formatted for letter size paper, 8.5"x11"

--poster is sent for approval no later than three weeks before the recital date

--student may request up to 10 copies in either colour or black and white

**4) Posting on VAM boards** is to be done by VAM staff unless otherwise approved

--no more than 4 copies posted on VAM boards (subject to availability)