



## Recital Procedure for VAM College Students

--3<sup>rd</sup> and 4<sup>th</sup> year Music Performance Diploma/B.Mus. students and all Artist Diploma students give a recital in each year of their program

### I. Months ahead:

- teacher and student begin planning the program. Guidelines on length:
  - 3<sup>rd</sup> year MPD recital: 30 minutes (or more) of music
  - 4<sup>th</sup> 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 Darío and notifies teacher of date. **BOOK THE HALL WELL AHEAD OF TIME.**
- teacher arranges for one additional juror

### II. Weeks ahead:

- arrange for recording
- 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: [carrie@vam.ca](mailto:carrie@vam.ca) (Carrie). **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)