



Recital Procedure for VAM College Students

3rd and 4th Year Music Performance Diploma/B.Mus. Students and All Artist Diploma Students: Students in these programs must give a recital each year of their program.

I. Months Ahead:

- **Program Planning:** 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
- **Scheduling:** Teacher and student agree on possible dates. Student books Recital Hall with Recording Engineer, Dario Acosta Roel at dario@vam.ca and notifies teacher of the date.
**Book the hall well ahead of time*
- **Juror Arrangement:** Teacher arranges for one additional juror.

II. Weeks Ahead:

- **Recording:** Arrange for recording.
- **Promotional Materials:** Students must bring their own promotional materials. The admin office is not responsible for printing, facilitating, or designing posters.

Poster Guidelines:

1. Content Requirements:

- 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
- Any posters that do not follow this format will not be distributed.

2. **Poster Size:** Posters must be **limited to 8.5x11"**. This unified size ensures fairness and optimizes space usage due to limited board space. No more than 4 copies will be posted on VAM boards.
3. **Submission:** Please submit your poster to **Mailbox 90** to be featured on the bulletin board.
4. **Space Availability:** The board is subject to space availability.

III. Two Weeks Ahead:

- **Recital Program:** Student types up Recital Program by downloading and then updating the appropriate template from the VAM
 - [MPD 3rd Year Recital template](#) (singer)
 - [MPD Graduation Recital template](#) (orchestral instrument)
 - [Post-Graduate Artist Diploma Recital template](#) (piano)
- **Program Approval:** Teacher must approve the program.
- **Program Submission:** Student submits print-ready program by email to: thai@vam.ca (Thai Nguyen, Administrative Assistant).
**Program must be submitted at least two weeks before the recital. Late programs will be rejected.*
- **Copying and Distribution:** The program will be approved and copied by staff at the Front Office.
- **Set-up Requirements:** Inform Front Office of set-up requirements: music stands, reception tables, recording, etc.
- **Adjudicators:** Prepare copies of your music for the adjudicators.
- **Postponements:** If you decide to postpone your recital, be sure to cancel your Recital Hall booking.

IV. Day of Recital:

- **Program Pick-up:** Student arranges the pick-up of printed programs from the Front Office during regular business hours and is responsible for the distribution of programs.
- **Receptions:** 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:

- **Adjudicators' Comments:** The comments of the adjudicators will be forwarded to the student by the College Office.