

# OUACHITA BAPTIST UNIVERSITY

## Division of Music

### Procedures for *PERFORMING ARTS CLASS AND DEGREE RECITALS*

#### PERFORMING ARTS CLASS

To submit performance information for a scheduled PAC event, use the PAC sign up instrument located at <https://omega.obu.edu/info/P3/P4LMENU.php>.

**NOTE: APPLIED INSTRUCTORS MUST SCHEDULE THEIR STUDENTS' PAC PERFORMANCE DURING THE FIRST FIVE WEEKS OF THE CURRENT SEMESTER. Once those requests are processed, applied instructors may schedule an additional performance in consultation with their students.** A record of all submitted PAC Performance Requests may be found on INFO at the address included above.

Please be certain that all fields on the PAC Performance Request page have been filled out completely and accurately, including the **REQUIRED** applied instructor's name. The box marked order should contain the student's current applied status; 1 for freshmen, 2 for sophomores, 3 for juniors and 4 for seniors.

PAC programs will be arranged, typed, and printed by Thursday of each week. Once the program is printed, any changes or deletions will be announced from the stage at the beginning of the recital. Generally, the program will be arranged in groups of vocalists, keyboard players, and instrumentalists.

**PAC performances and recitals will be performed with the Fazioli piano. Permission must be obtained from the Music Division Chair to do otherwise.**

#### DEGREE RECITALS

**Enrollment:** All students presenting a Degree Recital must be enrolled in the correct recital course number during the semester the recital is to be presented.

MUAP 2040 Sophomore Accompanied  
MUAP 2140 Sophomore Unaccompanied  
MUAP 2240 Sophomore Organ Unaccompanied  
MUAP 3040 Junior Accompanied  
MUAP 3140 Junior Unaccompanied  
MUAP 3240 Junior Organ Unaccompanied  
MUAP 4040 Senior 25 minutes Accompanied  
MUAP4140 Senior Unaccompanied  
MUAP 4240 senior 50 minutes Accompanied

MUAP 4340 Senior Organ Unaccompanied

**Deviations from Recital Requirements:** Students who wish to present recitals which vary from the recital requirements of their degree must have the approval of the Music Division Chair prior to the recital.

**Required Forms:** A **Recital Publicity Information Form** must be turned in for ALL recitals. This form is included in this document and should be submitted to the Division of Music office at least two weeks prior to the recital. Early submission of this form is important for the following reasons.....

- Program information for the sophomore and junior recital is gathered from this form and used for the printed program.
- A copy of the form should be sent to the OBU news bureau for publication in the appropriate news publications.

In addition, students performing recitals are required to complete the **PAC Recital Stage Guide**. This guide is intended to aid in clarifying the responsibilities of the backstage PAC workers as they pertain to lighting, shifting furniture and stands, and position of keyboard instruments. The **PAC Recital Stage Guide** should be completed and given to Ms. Huneycutt at least 48 hours before the recital. Student performers and their instructors may also communicate directly with backstage workers, but this should be done in addition to completing the **Stage Guide**. Students presenting music theatre recitals are encouraged to invite the backstage workers to participate in the recital dress rehearsal.

**Printed Programs:** The Division of Music office is responsible for printing **ONLY Sophomore and Junior recital programs**. Information for these programs will be included on the **Recital Publicity Information Form** mentioned previously in this document. **Note to Students:** Failure to submit the Recital Publicity Information Form two weeks prior to your recital may mean that you do not have a printed program. A sample program will be available for the student and their applied teacher to proof read before the final printing. **This information should be submitted Dr. Caroline Taylor, Applied Music Chair, in Mabee 115.**

**Senior Recital printed programs are the sole responsibility of the student recitalist and their instructor.** They should be arranged according to the models provided in this document. Our aim is to achieve a degree of uniformity and consistency in the printing of these programs. Therefore, information such as degree statements, reception invitations, and teacher acknowledgments should be worded exactly as they appear on these models. **DEDICATORY STATEMENTS AND ACKNOWLEDGMENTS OF THANKS TO FAMILY AND FRIENDS WILL NOT BE PERMITTED.**

**Senior Recital printed programs may be printed in the OBU Print Shop or at the printer of your choice.** The OBU Print Shop requires two weeks in order to process these printing requests. **THE STUDENT RECITALIST IS RESPONSIBLE FOR THE INCURRED COST OF PRINTING.** Twelve copies of the final recital program

should be delivered to the SOFA/Division of Music office no later than three days prior to the recital.

### **Recital Poster Guidelines:**

If students choose to create and display posters for their recitals, the maximum size permitted is 11 x 17 and the poster must be approved by their applied professor prior to printing. Posters are not a requirement for the senior recital. We suggest students have their posters printed at the OBU print shop.

### **Recital Dress Code:**

- Faculty should provide guidance to their students about appropriate stage attire.
- Male students should always be dressed in either business suit and tie or tuxedo (this includes any male on stage, even if he is a page turner).
- Female students performing:
  - at the 11:00 a.m. or 2 p.m. PAC hour should wear an appropriate dress or pantsuit.
  - in an evening recital should be dressed formally, i.e. floor length dress is appropriate for such events.
- Students presenting musical theatre repertoire should choose appropriate attire in consultation with their applied instructor(s).

### **Receptions and Use of the Hammons Art Gallery:**

- Student recitalists planning to have a reception after their Senior Recital should contact the president of Sigma Alpha Iota regarding the use of plates, cups, etc.
- Student recitalists are responsible for all costs incurred for the reception.
- Student recitalists planning to use the Hammons Art Gallery must reserve that space by contacting Tammy Barnes in the Office of Campus Activities. The Hammons Gallery may not be used for receptions without a reservation.
- When using the Hammons Art Gallery, note the following:
  - 1) Artwork and exhibits have priority over receptions and may not be moved, touched, adjusted, or obscured in any way.
  - 2) The School of Fine Arts provides two eight-foot banquet tables (located in the Choral Room). These are the only two tables allowed for use during a reception, whether for a reception for a single recitalist, or for two recitalists sharing the space simultaneously.
  - 3) Items on the tables must not obscure the view of any artwork or exhibit.
  - 4) The two tables may be accessed and placed in the Gallery two hours prior to the scheduled performance time.
  - 5) Nothing related to the reception can be attached or hung on the walls of the Gallery.
  - 6) No food or drink is allowed on any table or stand used for displaying artworks.
  - 7) Students and their families are responsible for providing refreshments, setting up for the reception, and cleaning up following the reception. If the Choral Room is not open, the tables may be folded and stored alongside the ramp in the Gallery between the handrail and the windows.

- NOTE: The Gallery is used regularly for art shows and exhibits. Wall art and artworks displayed on the floor or on tables or pedestals may not be moved in order to accommodate receptions.



Principal applied instructor \_\_\_\_\_

Additional instructor(s)  
(e.g. acting coach, etc.) \_\_\_\_\_

Choreographer (musical theatre) \_\_\_\_\_

Additional students participating \_\_\_\_\_  
\_\_\_\_\_

Please be certain all information is printed exactly in the manner you wish for it to appear on the printed recital program. Composer dates should be checked and verified, spellings should be accurate and complete including all accents and punctuation, and titles should appear in the order they will be performed. If necessary, you may also use the back of this form. **This form must be submitted to Dr. Caroline Taylor, MFA 115, [taylorc@obu.edu](mailto:taylorc@obu.edu), or OBU Box 3728, AND to Brooke Zimny, Lile 238, [zimnyb@obu.edu](mailto:zimnyb@obu.edu), or OBU Box 3761 two weeks prior to the recital.**

## PAC Recital Stage Guide

Please fill out this form as clearly and explicitly as possible, as it is for the convenience of both the performer and the stage workers. If possible, please include a copy of the recital program with this form when completed. Give this form to Ms. Huneycutt ***at least 48 hours before your recital*** in order to give the PAC workers ample time to prepare the recital hall and to make your recital flow as smoothly as possible.

Recitalist Name: \_\_\_\_\_

Date of Recital: \_\_\_\_\_ Time: \_\_\_\_\_

**1. What kind of recital will you be performing?**

- Sophomore  Junior  Senior (25 min.)  Senior (50 min.)  
 Instrumental (please specify instrument) \_\_\_\_\_  
 Voice (classical or musical theatre) \_\_\_\_\_  
 Piano

**2. Which piano will your accompanist play?**

- Kawai  Fazioli

**3. Where on stage will the piano be set up?**

- Standard set (in the middle of the stage – used for most recitals)  
 Musical theatre set (piano angled w/keys to audience and stage right)  
 Other – Please specify: \_\_\_\_\_  
\_\_\_\_\_

**4. At what height would you like the piano lid?**

- Tall stick (all the way up)  
 Short stick (halfway up)  
 Closed

**5. How would you like the rim lights (the lights above the aisles and around the audience)?**

- On, so that the audience can read the programs.  
 Off, so that I can't see the audience.

**6. If this is a BM musical theatre recital, which part of the recital will be performed first?**

- Classical music  
 Musical theatre music

**7. How many music stands will be needed? \_\_\_\_\_**

**8. Will you need a flower stand on stage (for flowers, water, etc.)?**

Yes  No

**9. Will the PAC workers need to move any props on or off stage (if yes, please specify)?\***

Yes

No

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**10. Aside from your accompanist, will there be any extra performers in your recital? If so, please specify who they are, what they need, where they need it, and when in the program they perform.**

Yes: \_\_\_\_\_

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No

**11. Will there be an intermission? If so, after which piece will it occur?**

Yes: \_\_\_\_\_

No

**12. Will there be any changes in the stage set during the recital? If so, please specify when they occur and what will be changed.**

Yes: \_\_\_\_\_

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No

**13. If there is anything else you need for your recital that is not addressed above, please write it here:**

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**14. Please attach a copy of your recital program.**



Example: Front Page of BAMT Program....

Ouachita Baptist University  
School of Fine Arts  
Division of Music  
Presents

Your Name Here

Voice Type

and

Your Partner or Co-Performer's

Name Here

Voice Type

Your Accompanist's Name Here

Piano

In a Senior Voice Recital

7:30 p.m.  
Month 00, 0000  
W. Francis McBeth Recital Hall  
Mabee Fine Arts Center

Information: BAMT Program Interior.....

If from a major work (play/musical theatre) left justified listed first **bold**  
one line below indent title of song/scene

**Oklahoma**

I Cain't Say No!

**A Company of Wayward Saints**

Act I, Scene II

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Your recital program must be approved by your private instructor, the coordinator of your applied area, and Dr. Gary Gerber, Music Division Chair. It is recommended that you have your program to the print shop at OBU two weeks prior to your recital. Please make sure your program is approved by all parties in a timely manner—this will allow time for changes revisions.

Example: Back Page of BAMT Program....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Arts in Musical Theatre.

(If you are a member of Theta Alpha Phi, place it here, i.e....)

Mr. or Ms. Last Name is a member of Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Miss Last Name is a student of (Your Voice Teacher, Your Theatre Teachers, etc.)  
(list all names-whoever worked with you on your recital)

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

Example: Front Page of BMMT Program....

Ouachita Baptist University  
School of Fine Arts  
Division of Music  
Presents

Your Name Here

Voice Type

and

Your Accompanist's Name Here

Piano

In a Senior Voice Recital

7:30 p.m.  
Month 00, 0000  
W. Francis McBeth Recital Hall  
Mabee Fine Arts Center

Information: Interior of BMMT program.....

If from a major work (opera/play/musical theatre) left justified listed first **bold**  
one line below indent title of song/scene

**Elijah**

Lord God of Abraham

**Oklahoma**

I Cain't Say No!

**A Company of Wayward Saints**

Act I, Scene II

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required for the classical section—they may be directly under the song  
or you may have a separate insert—see examples

Your recital program must be approved by your private instructor, the coordinator of your  
applied area, and Dr. Gary Gerber, Music Division Chair. It is recommended that you  
have your program to the print shop at OBU two weeks prior to your recital. Please make  
sure your program is approved by all parties in a timely manner—this will allow time for  
changes.

Example: Back Page of BMMT Program...

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music in Musical Theatre.

(If you are a member of Fraternity put it here, i.e.....)

Mr. or Miss Last Name is a member of Sigma Alpha Iota International Women's Music Fraternity; Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Miss Last Name is a student of (Your Voice Teacher, Your Theatre Teachers, etc).  
(list all names-whoever worked with you on your recital)

You are cordially invited to a reception in the Hammons Gallery immediately following the performance

Example: Front Page of BM Performance Program...

Ouachita Baptist University  
School of Fine Arts  
Division of Music  
Presents

Your Name Here

Voice Type

and

Your Accompanist's Name Here

Piano

In a Senior Voice Recital

7:30 p.m.  
Month 00, 0000  
W. Francis McBeth Recital Hall  
Mabee Fine Arts Center

Information: Interior of BM Performance Program.....

If from a major work (opera/musical theatre) left justified listed first **bold**  
one line below indent title of song/scene

**Elijah**

Lord God of Abraham

**Oklahoma**

I Cain't Say No!

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required—they may be directly under the song or you may have a separate insert—see examples

Your recital program must be approved by your private instructor, your applied area coordinator, and Dr. Gary Gerber, Music Division Chair. It is recommended that you have your program to the print shop at OBU two weeks prior to your recital. Please make sure your program is approved by all parties in a timely manner—this will allow time for changes.



Example: Back Page of BM Performance Program....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music in Performance.

(If you are a member of Fraternity put it here, i.e.....)

Mr. or Miss Last Name is a member of Sigma Alpha Iota International Women's Music Fraternity; Theta Alpha Phi, National Honorary Theatre Fraternity.

Mr. or Miss Last Name is a student of (Your Teacher's Name here).

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

Example: Front Page of BME Program....

Ouachita Baptist University  
School of Fine Arts  
Division of Music  
Presents

Your Name Here

Voice Type

and

Your Accompanist's Name Here

Piano

In a Senior Voice Recital

11:00 a.m.  
Month 00, 0000  
W. Francis McBeth Recital Hall  
Mabee Fine Arts Center

Information: Interior of BME Program.....

If from a major work (opera/musical theatre) left justified listed first bold-one line below  
indent title of song

**Elijah**

Lord God of Abraham

Title of song left justified

If group of songs by same composer list the composer once

Composer right justified

Date of birth under composer-right justified

Use a font that is legible-some are hard to read

Translations are required—they may be directly under the song or you may have a  
separate insert—see examples

Your recital program must be approved by your private instructor, the coordinator of your  
applied area, and Dr. Gary Gerber, Music Division Chair. It is recommended that you  
have your program to the print shop at OBU two weeks prior to your recital. Please make  
sure your program is approved by all parties in a timely manner—this will allow time for  
changes.

Example: Back Page of BME Program.....

This recital is presented in partial fulfillment of the requirements for the degree Bachelor of Music Education.

Mr. or Miss Last Name is a student of (Your Teacher's Name here).

You are cordially invited to a reception in the Hammons Gallery immediately following the performance.

NOTE: Obviously, not all degree recitals are represented in the examples above, but they should be sufficient representations of how the program should be formatted. These program examples may be modified as needed by area coordinators or department chairs, as long as the basic information and format remains the same.