UNDERGRADUATE RECITAL FORM
MU 3300/3350/4300

Name________________________ Date __________________

E-Mail________________________ Phone #____________________

Date of Recital________________ Time of Recital__________

Date of Dress Reh______________ Time of Dress Reh________

Registered for:
MU 3300 Junior Recital (Perf Majors) ______
MU 3350 Half Recital (Ed and BA Majors) _____
MU 4300 Senior Recital (Perf Majors) ______

Signatures:
Applied Instructor________________________

Committee Member________________________

Committee Member (Perf Majors)______________

Pianist________________________

Weber Hall Tech. Dir.________________________

Standard audio recording and lighting are provided

Additional technical requests (use Stage Plot Form to describe additional needs)

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________________________________________________________________________

Undergraduate Recital Jury

Date of Jury (must be 30 days prior to recital date)________________________

Faculty Signature________________ Pass_______ Fail ______

Faculty Signature________________ Pass_______ Fail ______

Faculty Signature________________ Pass_______ Fail ______
STUDENT RECITAL REQUEST CHECKLIST

_____1) Meet with applied teacher 1-4 weeks before sign up date of recital to look at the Weber calendar.

_____2) Choose 2 or more possible recital dates and times.

_____3) Student narrows down list based on availability of committee, accompanist, other performers and family.

_____4) APPLIED INSTRUCTOR requests Weber Music Hall in an email to the Weber Hall Technical Director starting on the first available day to make requests according to the student’s major and semester desired. Requests should NOT be made until ALL committee members and performers have agreed to the date and time of recital.

_____5) Email should include names of all performers and committee members for the Google invite. Performers and committee members should accept the Google invite to aid in confirmation of participation.

_____6) Teacher and student should choose the dress rehearsal time and date with the recital request.

_____7) Teacher and the student fill out the Undergraduate or Graduate Recital Form and put in the Weber Hall Technical Director’s mailbox right after sending the email.

_____8) Form goes from the Weber Hall Technical Director to the music office, then to the Applied Instructor for use during Recital Jury.

_____9) Turn in stage plot form and food permit form, (if used) at least one week prior to recital.

_____10) Turn in final program to music office for printing, and to wmhprod1 in word format for streaming at least one week prior to recital.
# Weber Hall Stage Plot

![Diagram of stage layout](image)

**Permanent Speaker Locations**

<table>
<thead>
<tr>
<th><strong>KEYBOARD</strong></th>
<th>AC Power</th>
<th>Microphone</th>
<th>Monitor</th>
<th>Instrument Amplifier</th>
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</thead>
<tbody>
<tr>
<td>Riser</td>
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<tr>
<td>Music Stand</td>
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<tr>
<td>Chair</td>
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<tr>
<td>Conductor’s Stand</td>
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<tr>
<td>Speaker’s Podium</td>
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<tr>
<td>Trap Set</td>
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<tr>
<td>Timpani</td>
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<tr>
<td>Mallet Perc.</td>
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<tr>
<td>Bass Drum</td>
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</table>
Other Information:

Program and Poster

A template of a recital program and poster is available on the Music Department website. The program and poster must be approved by your applied instructor and the Music Dept. office before printing. The Music Department office will print your program provided it is brought to H212 at least seven days prior to your recital date. Poster printing is the student’s responsibility.

The following statements MUST be included on the recital program and poster:

The University of Minnesota is an equal opportunity educator and employer.

To request disability accommodations, including interpreters, please contact Julie Topie, UMD Dept. of Music, jtopie@d.umn.edu, Humanities 231, 218-726-8208 two weeks in advance of the event.

Smoking is prohibited on all UMD property. The smoking ban includes indoor facilities, campus grounds, as well as all University vehicles.

In addition, if you are using a collaborative pianist, include their name on the poster.

In addition, the UMD Department of Music wordmark must be included on the program and poster as well. See the recital templates on the Music Dept. website.

Reception (optional)

Snack foods and light refreshments not meant for resale, may be served. This includes foods that are pre-packaged or commercially produced, such as: chips, pretzels, canned or bottled soft drinks, coffee, tea, commercially baked cookies, cakes, and donuts. A Food Permit Form is available at https://www.d.umn.edu/environmental-health-safety-office/safety/food-events and must be submitted at least 7 days prior to recital when serving any type of food or beverage. When filling out the Food Permit please ensure that you enter the business the food was purchased from under “Caterer/Restaurant” and that you will use Weber Hall garbage cans under “Arrangements for Refuse and Garbage”.

Last revision: 01/08/2020