Keyboard Department

Graduate recital scheduling procedure
The following procedure applies to all recitals.

Recital scheduling:

- Recitals must be scheduled at least 8 weeks ahead of the recital date, but no later than the 10th of the month prior to the month of the recital date.
- Be sure to read all information posted at the Concert Office website http://music.colorado.edu/departments/offices/scheduling-recital-programs/graduate-student-recitals/
- With the help of your advisor, decide on a recital date based on availability.
- Fill in the Recital Scheduling forms posted at http://music.colorado.edu/departments/offices/scheduling-recital-programs/graduate-student-recitals/. Follow all steps outlined in the Concert Office website, and obtain all signatures required in the Recital Scheduling form.
- Before the recital date can be finalized with the Concert Office, the Associate Dean for Graduate Studies reviews the student’s record to verify that preliminary exam and other academic requirements are being met. The Associate Dean’s signature on the Recital Scheduling form confirms that the student may reserve the date with Myra Jackson.
- Reserve the date and location (Grusin or C-199) with Myra Jackson at the Concert Office
- Immediately after you have reserved a date, notify all of your committee members (3 for MM students, 5 for DMA students). It is the student’s responsibility to communicate with his or her committee members in a timely fashion.
- Be sure to communicate to, and get approval from Prof. Cloutier for any special piano request, such as the use of two pianos, piano preparation, etc.

Preview:

- A 30-minute recital preview must happen 3 weeks before the recital.
- For MM recitals, at least two committee members must be present at the preview. For DMA recitals, at least three committee members must be present. Previews must be scheduled to allow for the presence of the required number of committee members.
- Committee members must be given a minimum of 3-weeks’ notice of the scheduled preview. Students who wish to hold their preview in Grusin must reserve a preview time with Myra Jackson. The keyboard area has a block of time available for reservation on Wednesday mornings from 10 to 11:30 am.
• If the committee members present agree that the student is not adequately prepared at the time of the preview, the recital must be rescheduled to a later date, and a second preview must be passed.

**Recital grading:**

• Provide grading forms to your committee members before your recital date. Forms are available from the Graduate Office.
• Committee members may listen to and grade your recital performance via a CD recording if they are unable to attend the recital.