



## Memorandum

TO: EIU Music Students  
DATE: January 2012  
RE: Instructions for requesting recital dates

1. Using the *Recital Reservation Request Form* as a guide, sign up for the correct recital credit. **IMPORTANT!** We will not enter your request onto the calendar until it has been verified that you have signed up for the correct recital credit. If you wish to use a department accompanist be sure this is coordinated and approved by Mr. Conrad.
2. Review the current *Working Calendar of Events for Spring 2012* with your teacher and your accompanist. The calendar as of Jan. 8th is attached for your convenience.
3. Enter 2 proposed dates for your recital on the reservation form. Have your teacher sign the form. If Mr. Conrad will be your accompanist, his signature is required as well. **\*Completion of this form does not guarantee a recital date. You will be notified by email once all recital dates are scheduled. Recitals of 30 minutes or less will be combined with another recital.**
4. Your recital will be located in the Recital Hall located on the main floor of the Doudna Fine Arts Center, unless you request otherwise.
5. Turn the form in at the Music Office, DFAC 2620.

**The deadline for students requesting an accompanist through Mr. Conrad is 5:00 p.m. Thursday, January 19, 2012.**

Recital recording requests should be directed to Mr. Rubel. Recording request forms and recording policies and procedures are available online at [http://www.eiu.edu/~music/resources\\_student\\_forms.php](http://www.eiu.edu/~music/resources_student_forms.php). **The deadline for submitting a recital recording request is three weeks prior to the scheduled recital.**

**Accompanist Request Deadlines:**

– For **General Recitals**, please observe the following accompanist request deadlines:

February 14 – accompanist request deadline is January 24  
February 28 – accompanist request deadline is February 7  
March 20 – accompanist request deadline is February 28  
April 3 – accompanist request deadline March 13  
April 17 – accompanist request deadline March 27  
April 24 – accompanist request deadline April 3

– All **Honor Recital** requests must be submitted by **Thursday, March 1<sup>st</sup>**.

– Requests for an accompanist for **Junior Standing Juries** must be made by **5:00 PM Thursday, March 29<sup>th</sup>**.

**\*\*\* CHANGE IN POLICY FOR REQUESTING AN ACCOMPANIST FOR A DEGREE RECITAL \*\*\***

Requests for an accompanist for a **DEGREE RECITAL** must be submitted, in person, by **Thursday 5:00 January 19<sup>th</sup>** to Kent Conrad, DFAC room 2349. If you are unable to contact Mr. Conrad during his posted office hours, please e-mail him at [krconrad@eiu.edu](mailto:krconrad@eiu.edu).

By the January 19<sup>th</sup> deadline, the following must be submitted to Mr. Conrad:

1. A list of the pieces that will be performed on the recital and as many of the piano scores which are available. If music is on order, it is the responsibility of the student to stay in communication with the assigned accompanist as to when the music will be expected to arrive.
2. A printed copy of the student's weekly schedule with e-mail address and phone number.

After the January 19<sup>th</sup> deadline, Mr. Conrad will assign recitals to the accompanists and the students will be informed who will be playing with them. Upon notification it is the student's responsibility to contact their accompanist and discuss a mutually agreed upon recital date. Preference for weekend dates will be given to senior recitals. At that time a recital form can be submitted to the music office for scheduling. No exceptions will be made for students who do not submit materials by the deadline. Those students who miss the deadline will need to find their own accompanist.

With the exception of senior performance recitals, it is strongly encouraged for two students to share a recital date. 15-minute recitals **MUST** be combined with other 15-minute or 30-minute recitals.

department of **music**  
EASTERN ILLINOIS UNIVERSITY



**Student Recital Reservation Request  
Spring 2012**

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Inst/Voice Part \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is this a shared recital? Y/N - if Yes, please list that person here: \_\_\_\_\_ (each student must turn in a form)

**NOTICE: You must be enrolled for the correct recital credit before your request will be approved.**

- MUS 2100 [ ] Non-Degree Recital  
 MUS 3100 [ ] Junior Recital: Teacher Certification Option (15 minutes)  
 MUS 4100 [ ] Senior Recital: Teacher Certification Option (25 minutes)
- MUS 2101 [ ] Sophomore Recital: Performance Option (15 minutes)  
 MUS 3101 [ ] Junior Recital: Performance Option (25 minutes)  
 MUS 3102 [ ] Junior Recital: Performance Option, Jazz Concentration (25 minutes)  
 MUS 4101 [ ] Senior Recital: Performance Option (50 minutes)  
 MUS 5940 [ ] Graduate Recital (60 minutes)

**Date of Request**

Select 2 dates from the following days and times. No recitals will be scheduled the Saturday or Sunday prior to FINALS.

Tuesday 7:30 PM	Thursday 7:30 PM	Friday 6:00PM Friday 7:30PM	Saturday 2:00PM Saturday 4:00PM Saturday 6:00PM	Sunday 2:00PM Sunday 4:00PM
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1st Choice Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Recital \_\_\_\_\_

- 1) Name of Accompanist \_\_\_\_\_  
 Signature of Approval - Mr. Kent Conrad \_\_\_\_\_ Date \_\_\_\_\_
- 2) Recital Request & Date  
 Approved by Applied Teacher \_\_\_\_\_  
 Signature of Approval by Applied Teacher \_\_\_\_\_ Date \_\_\_\_\_
- 3) Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>February 2012</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/29	30	31 • 2:00 PM Division Recitals	2/1	2 • 2:00 PM Axiom Brass • 7:30 PM Axiom Brass	3	4 <b>AUDITIONS</b>
5 <b>AUDITIONS</b>	6 • 4:00 PM Recording Session - McHugh/Coles	7 • 2:00 PM Division Recitals	8	9	10 • 7:30 PM Jazz	11 <b>JAZZ FESTIVAL</b>
12 <b>JAZZ FESTIVAL</b> • 4:00 PM Choral & Collegium Musicum-Songs of Love • 7:30 PM Trumpet Studio Recital - CANCELLED	13 • 2:00 PM Guest Master Class - André Loss, piano	14 • 2:00 PM General Recital • 7:30 PM Guest Recital, André Loss, piano - Coles	15	16 • 6:00 PM Trombone Studio Recital	17 <b>NO SCHOOL - Lincoln's Birthday</b>	18 <b>NO SCHOOL - Lincoln's Birthday</b> <b>AUDITIONS</b>
19 <b>AUDITIONS</b> • 4:00 PM ESO-Stagestruck • 7:30 PM Trumpet Studio Recital	20 <b>Woodwind Day</b> <b>EIU Open House Day</b> • 1:00 PM Open House Dept. Showcase	21 <b>Woodwind Day</b> <b>EIU Open House Day</b> • 2:00 PM Division Recitals	22	23 • 7:30 PM Jazz Combos	24	25 <b>AUDITIONS</b> • 4:00 PM Faculty Recital, Rebecca Johnson • 7:30 PM Wind Symphony
26 <b>AUDITIONS</b> • 2:00 PM Joint Junior Recital - Elvert/Stipe (trombone/bassoon)- Robertson/Borah • 4:00 PM Junior Percussion Recital - Black/Shelton HOLD	27	28 • 2:00 PM General Recital	29 • 7:30 PM MTO	3/1 • 7:30 PM MTO	2 • 7:30 PM MTO	3 • 7:30 PM MTO
4 • 2:00 PM MTO	5	6 • 2:00 PM Division Recitals	7	8 • 8:00 AM Full Faculty Mtg • 7:30 PM Jazz Lab	9 • 9:00 AM Dalcroze Eurhythmics workshop with	10

<ul style="list-style-type: none"><li>• 5:00 PM Guest Artist Recital - Matthew Allison, flute; Jeffrey Brown, piano</li><li>• 6:30 PM Guest Masterclass - Allison, flute</li></ul>		<ul style="list-style-type: none"><li>• 7:30 PM Concert Band</li></ul>			David Frego - Smith	
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<b>March 2012</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2/26	27	28	29	3/1	2	3
<ul style="list-style-type: none"> <li>• 2:00 PM Joint Junior Recital - Elvert/Stipe (trombone/bassoon)-Robertson/Borah</li> <li>• 4:00 PM Junior Percussion Recital - Black/Shelton HOLD</li> </ul>		<ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM MTO</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM MTO</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM MTO</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM MTO</li> </ul>
4	5	6	7	8	9	10
<ul style="list-style-type: none"> <li>• 2:00 PM MTO</li> <li>• 5:00 PM Guest Artist Recital - Matthew Allison, flute; Jeffrey Brown, piano</li> <li>• 6:30 PM Guest Masterclass - Allison, flute</li> </ul>		<ul style="list-style-type: none"> <li>• 2:00 PM Division Recitals</li> <li>• 7:30 PM Concert Band</li> </ul>		<ul style="list-style-type: none"> <li>• 8:00 AM Full Faculty Mtg</li> <li>• 7:30 PM Jazz Lab</li> </ul>	<ul style="list-style-type: none"> <li>• 9:00 AM Dalcroze Eurhythmics workshop with David Frego - Smith</li> </ul>	
11	12	13	14	15	16	17
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break
		Spring Break	Spring Break	Spring Break	Spring Break	
18	19	20	21	22	23	24
		<ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> <li>• 7:30 PM Joint Recital - Buettner, trumpet/TBD HOLD</li> </ul>		<ul style="list-style-type: none"> <li>• 5:00 PM Montana Skies</li> <li>• 7:30 PM Montana Skies</li> </ul>	<ul style="list-style-type: none"> <li>• 6:00 PM HOLD for WHAM Concert</li> </ul>	<ul style="list-style-type: none"> <li>• 8:00 AM ICMEA State Conference</li> <li>• 7:30 PM Faculty Recital - Marilyn Coles and Paul Johnston</li> </ul>
25	26	27	28	29	30	31
<ul style="list-style-type: none"> <li>• 1:00 PM Low Brass Day - French</li> <li>• 7:30 PM Guest Recital - Anthony Kniffin (Tuba) - French</li> </ul>		<ul style="list-style-type: none"> <li>• 2:00 PM Division Recitals</li> <li>• 6:00 PM Honors Auditions</li> </ul>		<ul style="list-style-type: none"> <li>• 7:30 PM Trumpet Ensembles Concert</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM Wind Symphony - A Night of Chamber Music</li> </ul>	<ul style="list-style-type: none"> <li>• 3:00 PM Community Music Program Recital</li> <li>• 4:00 PM Junior Recital - Findlay/Howard, clarinet HOLD</li> </ul>

						• 6:00 PM Junior Recital - Mundy, flute HOLD
4/1	2	3	4	5	6	7
<div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div> <ul style="list-style-type: none"> <li>• 2:00 PM Flute Studio Recital</li> <li>• 4:00 PM ESO-Ovations</li> </ul>	<div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div>	<div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div> <ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> <li>• 6:00 PM Junior Recital - Deisher/Wilkinson HOLD</li> <li>• 7:30 PM Percussion Ensemble</li> </ul>		<div style="border: 1px solid black; padding: 2px;">Maundy Thursday</div> <ul style="list-style-type: none"> <li>• 7:30 PM Guest Recital - Garth Simmons, trombone (Robertson)</li> </ul>	<div style="border: 1px solid black; padding: 2px;">Maundy Thursday</div> <div style="border: 1px solid black; padding: 2px;">Good Friday</div>	<div style="border: 1px solid black; padding: 2px;">Good Friday</div>

**April 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/25 <ul style="list-style-type: none"> <li>• 1:00 PM Low Brass Day - French</li> <li>• 7:30 PM Guest Recital - Anthony Kniffin (Tuba) - French</li> </ul>	26	27 <ul style="list-style-type: none"> <li>• 2:00 PM Division Recitals</li> <li>• 6:00 PM Honors Auditions</li> </ul>	28	29 <ul style="list-style-type: none"> <li>• 7:30 PM Trumpet Ensembles Concert</li> </ul>	30 <ul style="list-style-type: none"> <li>• 7:30 PM Wind Symphony - A Night of Chamber Music</li> </ul>	31 <ul style="list-style-type: none"> <li>• 3:00 PM Community Music Program Recital</li> <li>• 4:00 PM Junior Recital - Findlay/Howard, clarinet HOLD</li> <li>• 6:00 PM Junior Recital - Mundy, flute HOLD</li> </ul>
4/1 <div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div> <ul style="list-style-type: none"> <li>• 2:00 PM Flute Studio Recital</li> <li>• 4:00 PM ESO-Ovations</li> </ul>	2 <div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div>	3 <div style="border: 1px solid black; padding: 2px;">Chicago School of the Arts visit - Johnston</div> <ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> <li>• 6:00 PM Junior Recital - Deisher/Wilkinson HOLD</li> <li>• 7:30 PM Percussion Ensemble</li> </ul>	4	5 <div style="border: 1px solid black; padding: 2px;">Maundy Thursday</div> <ul style="list-style-type: none"> <li>• 7:30 PM Guest Recital - Garth Simmons, trombone (Robertson)</li> </ul>	6 <div style="border: 1px solid black; padding: 2px;">Maundy Thursday</div> <div style="border: 1px solid black; padding: 2px;">Good Friday</div>	7 <div style="border: 1px solid black; padding: 2px;">Good Friday</div>
8 <div style="border: 1px solid black; padding: 2px;">Easter</div>	9 <div style="border: 1px solid black; padding: 2px;">Easter</div>	10 <ul style="list-style-type: none"> <li>• 2:00 PM Division Recitals</li> </ul>	11 <ul style="list-style-type: none"> <li>• 6:00 PM Clarinet Studio Recital</li> </ul>	12 <ul style="list-style-type: none"> <li>• 7:30 PM Brass Spring Concert - Robertson</li> </ul>	13 <ul style="list-style-type: none"> <li>• 7:30 PM Senior Recital - Marcini/Kennett HOLD</li> </ul>	14 <ul style="list-style-type: none"> <li>• 2:00 PM Joint Senior Recital - Svenningsen/Short (alto sax/tuba) - Fagaly/French</li> <li>• 4:00 PM Graduate Recital @ Tarble - Mathis, double bass HOLD</li> <li>• 6:00 PM Senior/Junior Recital - Kubas/Summers (voice/percussion) - Daniels/Ryan</li> <li>• 7:30 PM Faculty Recital - M. Smith/P. Johnston</li> </ul>
15 <ul style="list-style-type: none"> <li>• 2:00 PM Senior Recital - C. McGregor (Composition) -Decker</li> </ul>	16	17 <ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> <li>• 7:30 PM Composers' Forum</li> </ul>	18 <ul style="list-style-type: none"> <li>• 7:00 PM A Musical Journey Through Time DRESS</li> </ul>	19 <ul style="list-style-type: none"> <li>• 8:00 AM Full Faculty Mtg</li> <li>• 7:30 PM Jazz Combos</li> </ul>	20 <div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <ul style="list-style-type: none"> <li>• 7:30 PM Wind/Concert Band</li> </ul>	21 <div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <div style="border: 1px solid black; padding: 2px;">The All-American Boys Chorus</div>

<ul style="list-style-type: none"> <li>• 4:00 PM Faculty Recital - Yu/Conrad</li> <li>• 6:00 PM Honors Recital &amp; Banquet</li> </ul>			REHEARSAL			EIU Open House Day
22	23	24	25	26	27	28
<div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <p>The All-American Boys Chorus</p> <div style="border: 1px solid black; padding: 2px;">EIU Open House Day</div> <div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <ul style="list-style-type: none"> <li>• 4:00 PM ESO/Choral-A Musical Journey Through Time</li> </ul>	<div style="border: 1px solid black; padding: 2px;">CELEBRATION</div> <ul style="list-style-type: none"> <li>• 7:30 PM "The Flute on its Feet" - Guest Recital Zara Lawler &amp; Neil Parsons - Johnson</li> </ul>	<ul style="list-style-type: none"> <li>• 2:00 PM General Recital</li> <li>• 6:00 PM Voice Studio Recital - Coles</li> <li>• 7:30 PM Eastern Symphonic Band</li> </ul>		<ul style="list-style-type: none"> <li>• 6:00 PM Advanced Placement HOLD</li> <li>• 7:30 PM Jazz Ensembles</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30 PM Multi-Cultural Concert</li> </ul>	<ul style="list-style-type: none"> <li>• 3:00 PM Community Music Program Recital - M. Smith</li> </ul>
29	30	5/1	2	3	4	5
	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <ul style="list-style-type: none"> <li>• 8:00 AM Piano Juries - Teicher</li> </ul>	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <ul style="list-style-type: none"> <li>• 11:00 AM Voice Juries - Coles</li> </ul>	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div>	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div>	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div>	<div style="border: 1px solid black; padding: 2px;">FINAL EXAMS</div> <div style="border: 1px solid black; padding: 2px;">COMMENCEMENT</div>