

# FREDONIA SCHOOL OF MUSIC STUDENT RECITAL HANDBOOK

*(updated September 20, 2018)*

## Contents

### Recital Preparation Checklist

- I. Student recital categories and durations
- II. Recital Halls
- III. Recital Times
- IV. Student Recital Scheduling
- V. Shared Recitals
- VI. Recital Hearing
- VII. Recital Rehearsal(s)
- VIII. Printed Recital Programs
- IX. Stage Setup
- X. Pianos and Harpsichords
- XI. Use of Audio and Video during recital
- XII. Assistant House Manager
- XIII. Production
- XIV. Pre-concert Announcement
- XV. Receptions
- XVI. Recital Cancellation or Rescheduling
- XVII. Recording
- XVIII. Live Streamig
- XIX. Publicity Posting
- XX. Guide to printed recital program

### Appendices

Chart of allowable recital/concert rehearsal hours

Forms:

Recital Request Form

Recital Hearing Form

Rehearsal/Reception Time Request Form

Student Recital Cancellation form

Performance Recording Request Form

*These forms are available in the Music Office and/or [home.fredonia.edu/music/recital-handbook](http://home.fredonia.edu/music/recital-handbook)*

## Recital Preparation Checklist

You may find it helpful to use this checklist as you prepare for your recital

- Schedule recital well in advance
- Schedule recital hearing in consultation with your applied instructor
  - If unsuccessful, cancel the recital date
  - Proceed if recital was approved
- Schedule recital rehearsal(s)
- Schedule reception
- Order live streaming and/or recording(s)
- Prepare, print recital programs
- Submit 2 copies of your program to the main office
- Recruit stage manager & usher(s)
- Review production policies
- Prepare, print, post recital flyers

# FREDONIA SCHOOL OF MUSIC

## STUDENT RECITAL HANDBOOK

### I. STUDENT RECITAL CATEGORIES AND DURATIONS

Depending on your degree program, students are required to perform a recital as listed below. The length of your recital is listed below, indicated as pure music. No recital may last more than 75 minutes (from start to finish) past its scheduled start time.

B.M. in Performance	Junior Performance Recital	35-45 minutes
B.M. in Performance	Senior Performance Recital	45-55 minutes
B.M. in Music Education	Graduation Recital	25-35 minutes
B.M. in Music Education	Honors Graduation Recital*	35-45 minutes
B.M. in Composition	Senior Composition Recital	35-45 minutes
B.F.A. in Musical Theatre**	Thesis Recital	25 minutes
B.S. in Music Therapy	N/A	
B.S. in Sound Recording Technology	N/A	
B.A. in Music	Graduation Recital	25-35 minutes
B.A. in Music	Honors Graduation Recital*	35-45 minutes
M.M in Music Education	Graduate Recital	45-55 minutes
	<i>(if following the Final Project track and a recital is selected as the project option)</i>	
M.M. in Performance	Graduate Recital	45-55 minutes
M.M. in Theory	N/A	
M.M. in Composition	N/A	

\* 1<sup>st</sup> Performer's Certificate Recital (45-55 minutes)

\* 2<sup>nd</sup> Performer's Certificate Recital (45-55 minutes)

\* *These special recital categories are reserved for students with exceptional performance skills. Students approved for Honors are entitled to list their senior recital as an Honors Recital. Students may participate in the Performer's Certificate program, which entails two successful recitals, or a recital plus a concerto performance or major opera or oratorio role. Please read the Performer's Certificate Policies document available at <http://www.fredonia.edu/music/recitalhandbook.asp>. Contact your studio instructor for more information about these opportunities.*

\*\* *The requirements of the B.F.A. in Musical Theatre are managed through the Department of Theatre and Dance. Please be in contact with your B.F.A. advisor for details about your recital.*

### Non-curricular recitals

Due to limited recital times in Diers and an increasing number of music students, non-curricular recitals are not to be encouraged. Students are to be advised to perform in Area recitals instead. However, if the student is particularly outstanding, a studio teacher may approve a non-curricular recital. Performers are encouraged to share the recital with other non-curricular recitalists. Students must have performed in at least one Area Recital prior to the recital. Length of the recital should be 15 to 20 minutes in length.

## II. RECITAL HALLS

The School of Music manages two performance venues in Mason Hall:

- Juliet J. Rosch Recital Hall is a 503-seat performance hall.
- Frances H. Diers Recital Hall is a 206-seat performance hall.

Students may choose to perform their recital at an off-campus location, such as local churches or other performance venues. The Student Recital Request Form must still be submitted.

The following recitals may be scheduled in Rosch Recital Hall: Graduate, Graduation, BFA Thesis, Honors Graduation, Senior Performance and 2<sup>nd</sup> Performer's Certificate. Pianists and percussionists may schedule any of their recitals in Rosch Recital Hall.

The following recitals must be scheduled in Diers Recital Hall: Junior Performance, 1<sup>st</sup> Performer's Certificate and any recital that is not curricularly mandated.

## III. RECITAL TIMES

In order for us to fit as many recitals as possible into each day, the following are times that you may choose:

Monday – Friday	Rosch: 4p, 6p, 8p	Diers: 3p, 5p, 7p
Saturday – Sunday	Rosch: 12p, 2p, 4p, 6p, 8p	Diers: 1p, 3p, 5p, 7p

## IV. STUDENT RECITAL SCHEDULING

Recitals may be booked as follows, starting:

- September 1 – spring semester recital
- March 1 – fall semester recital

Student recitals are to occur during Fall and Spring Semesters. They may not be scheduled during breaks and holidays when classes are not in session, nor the following:

- The weekend adjacent to Fall break and Easter
- The weekend(s) adjacent to Thanksgiving break and Spring break
- Study week and the weekend following study week
- Finals week

BFA Thesis Recitals (all of the above, except as below):

- Recitals (for the current academic year) may be booked for Fall and Spring starting on September 1
- Spring recitals must be scheduled prior to spring break.
- Students are encouraged to shared recitals, if possible

Exceptions with permission of the University, through the Director of the School of Music.

To find an available recital time, review the [EMS Calendar](#) located in the School of Music office (Mason 1151) with your studio teacher and accompanist. Recitals may not be scheduled against any recital or concert of your same instrument, or against any large ensemble concerts/rehearsals, Faculty Recitals or Guest Artist Recitals. You need to avoid such conflicts anywhere in Mason Hall or in King Concert Hall. Use the *Mason & King Concert Hall* view to review events already scheduled. [NOTE: do not view the Campus Calendar as it does not include events such as classes and rehearsals]

Please submit a "Student Recital Request Form" signed by your studio teacher indicating approval of the date to the School of Music office. Forms are available on-line at [Student Recital Request Form](#) or at the School of Music office.

Recital confirmations will be sent via e-mail to the student and studio teacher.

Your recital venue will be available to you 30 minutes prior to your recital event start time (percussionists: available to you 60 minutes prior). After your recital, 30 minutes is allowed for you and your audience to clear the space. You must leave the stage and backstage area completely clean following your recital.

#### **V. SHARED RECITALS**

Graduation Recitals (B.M. in Music Education and B.A. in Music ) are technically half-recitals. These should, if possible, be shared with someone else doing a half recital. If you are seeking someone for a shared recital, it is a good idea either to work this out with a good friend or to consult your studio instructor for suggestions. As the calendar for recital times fills up, this may be your best opportunity to find a preferred recital time. Recitals of more than 30 minutes of music cannot be shared.

#### **VI. RECITAL HEARING**

Before you are permitted to perform your recital, you must pass a hearing for your applied area faculty. Generally the hearing is performed 4 to 6 weeks prior to your recital date. This standard does vary somewhat by studio area, so confirm the requirements with your studio teacher. At the hearing, all of your recital repertoire must be fully prepared with accompaniment. Coordinate the date of your recital hearing with your applied instructor.

If you are not approved to perform your recital, you must cancel your recital immediately. Use the STUDENT RECITAL CANCELLATION FORM, which informs all parties of the change to the schedule. Discuss with your applied instructor when you will be allowed to reschedule your recital and recital hearing.

If you are approved for your recital, the faculty will inform the music office, and you should quickly move forward with the next steps for recital preparation.

#### **VII. RECITAL REHEARSAL(S)**

You may reserve rehearsal time immediately following a successful recital hearing or four weeks prior to the recital, whichever comes first.

Rehearsals are scheduled by submitting a "Student Recital Rehearsal/Reception Reservation Form" to the School of Music Office. It must be signed by your studio teacher. Forms are available on-line at [Recital Cancellation Form](#) or at the School of Music office. Review the chart of "Allowable Recital/Concert Rehearsal Hour" to determine the maximum number of hours that you may rehearse in the recital hall (posted on the bulletin board in the School of Music Office). Consult with your studio teacher and accompanist of potential rehearsal dates/times and check the Master Calendar on the computer in the Music Office for availability. Rehearsal confirmations will be sent via e-mail to the student and studio teacher.

Your studio teacher is responsible for opening and closing your performance venue for rehearsals. Their FredCard opens the backstage door of Rosch. In the event your studio teacher is not able to attend the rehearsal, you may check out a FredCard from the School of Music office. If the rehearsal is scheduled after business hours, FredCards must be checked out before 5 pm and returned by 9 am the next morning, or in the case of weekend rehearsals/recitals, before 5 pm on Friday and returned by 9 am on Monday.

The School of Music does not provide staff support for rehearsals. It is the responsibility of the recitalist to provide their own stage set-ups for the rehearsal(s).

#### **VIII. PRINTED RECITAL PROGRAMS**

Recitalists are responsible for their own programs. Programs must be typed and include titles, movements, composers and composer dates. A camera-ready copy of your program must be approved by your studio teacher at your recital

hearing before you have it copied. A guide to printed recital programs is included in these policies. You must follow these guidelines. You should take your program off-campus for printing.

You **MUST** provide the School of Music office with 2 copies of your program within one week of your recital. The Office will distribute them as follows: Recitalist's File and Reed Library Archives. In addition, copies will be distributed to ASCAP and BMI.

#### **IX. STAGE SETUP**

Students are responsible for providing their own stage managers to assist with stage setup, operate the stage/house lights, and open/close the stage door(s). Depending on your staging requirements, you may need additional backstage help to assist with stage changes. It is recommended that you arrange for at least one usher (a friend or family member) to distribute programs and close the lobby doors at the beginning of your performance and after intermission. You must provide your own page turner, if needed.

#### **X. PIANOS AND HARPSICHORDS**

The following instruments are available for use in Mason Hall performance venues:

- Rosch Recital Hall: Two (2) 9-foot Steinways (American, D); one (1) Sabathil harpsichord (*modern 61-note concert harpsichord with double manual, four choirs and piano sized keys*); and one (1) Tyre harpsichord (*reproduction 61-note French Baroque double manual harpsichord with 3 choirs and shove coupler*)
- Diers Recital Hall: One (1) 9-foot Steinway (American, D)

All piano and harpsichord requirements must be indicated on the students' Recital Request Form. For recitals in Rosch, the #1 piano will be used unless the #2 piano is specifically indicated on the request form. Students should check with their accompanists to confirm piano choice before submitting the request form. Student recitalists will use the Sabathil harpsichord.

Changes or additions to a recitalists' piano or harpsichord needs after submission of their Recital Request Form should be made directly to the Head of Piano Technical Services. Piano Technical Services reserves the right to deny a request for harpsichord use if received less than 3 weeks before recital date.

The pianos and harpsichords must be protected from damage at all times, including general abuse, careless preparations, striking objects or walls when moving the instrument. If the piano is backstage, please move the piano to the stage through the upstage center stage doors. Please keep the cover on the piano while moving the piano. Once the piano is in place, please store the piano cover on the table backstage. Users should close the instruments and place protective covers on each after use.

Unless specifically approved by the Head of Piano Technical Services, the following are prohibited: attaching or fastening anything to pianos, removing lids of pianos, "preparing" pianos or nontraditional performance techniques requiring manipulation of any interior parts of the piano, striking any part of the piano, etc. If a "prepared" piano performance is to be programmed, arrangements must be made well in advance with Piano Technical Services to receive specific permission and determine which instrument is to be used.

"Prepared piano" pieces require the placing of hands, objects, or materials on or between the strings or the plucking or otherwise unusual manipulation of the piano's strings or other parts. All performances of such pieces are to be done in Diers Recital Hall and should be discussed with the Piano Technician prior to the first rehearsal. There is risk of damage to the piano if these pieces are performed improperly. Exceptions to the "Diers Only" rule **MAY** be made after joint review of the specific requirements for the work in question.

### Piano Care

Please remember that our performance pianos require high regard and special care. When removing a cover, place it on the table provided backstage (Rosch and Diers). Do not EVER allow the cover to be thrown onto the floor. When a rehearsal is over the cover must be replaced.

No drinks, instrument cases, notebooks, backpacks, etc. on performance pianos. Never, ever!

## **XI. USE OF AUDIO AND VIDEO DURING RECITAL**

### **Audio**

Rosch – Students may use the sound system in Rosch IF and only IF the student can find a qualified SRT student to set-up, operate and tear-down the sound system.

Diers – Students may use the sound system. Cables/mics/etc may be checked out from the Media Center in Thompson Hall.

### **Video**

Rosch – Students are not allowed to use the video projection system.

Diers - Students may use the video projection system. Cables (VGA) may be checked out from the Media Center in Thompson Hall. Requires a faculty member to operate the system.

## **XII. ASSISTANT HOUSE MANAGER**

An Assistant House Manager (AHM) is assigned to work student recitals in Rosch Recital Hall. The AHM will arrive thirty (30) minutes before the start of your recital to open the hall, adjust the lights, train the student recitalist's stage manager on the operation of the stage/house light system and to make sure everything is set for the recital. Lobby doors should be open to the public at least fifteen (15) minutes prior to the start of your recital. The AHM will return at the conclusion of the recital to secure the recital hall.

Recitals in Diers Recital Hall are operated on a self-service basis. Your studio teacher is responsible for opening and closing Diers Recital Hall. Their classroom key opens the backstage and lobby doors.

## **XIII. PRODUCTION**

### **Rosch Recital Hall**

#### Stage Lights

The light panel is located next to the stage door on stage left. The light panel is touch sensitive. IF the LCD faceplate is dark, just touch the screen to turn on the backlight.

**Rehearsal:** Press the "rehearsal" button. This setting will provide adequate stage lighting for your rehearsal.

**Recital:** Press the "recital" button when you are ready to begin your recital. If there is an intermission or at the end of the recital, press the "pre-concert" button.

DO NOT change the presets.

#### Climate Control

Keep all doors to the hallways closed at all times, except when loading-in or -out. Rosch Recital Hall is a climate controlled hall (temperature and relative humidity).

#### Curtains

The balcony curtains may be adjusted for acoustical preferences. Access to the balcony is by the FredCard via the choir door on the second floor across from the SRT studios. The curtains are moved easily by pulling or pushing them into position.

### End of Rehearsal

At the end of your rehearsal, ALL EQUIPMENT (chairs and stands) MUST be returned to its respective backstage storage. You may leave the piano on-stage, but please place the cover on the piano. Return the curtain settings to their default setting.

Turn off the stage and backstage lights. Remember to leave the blue safety lights on.

Make sure the Rosch backstage door is shut completely. The Green Room door is to be closed, but left unlocked.

Your right to use the hall may be jeopardized if equipment is not returned or is damaged.

## **Diers Recital Hall**

### Backstage Lights

The back stage light should always be on. The light switch for the backstage lights is located by the stage lights (stage right).

### Stage Lights

The light controls are located on the wall stage right. The pre-recital setting is house lights at 'Class,' stage lights on and stage spots off. At the start of your recital, turn on the stage spots to full.

### End of Rehearsal

At the end of your rehearsal, ALL EQUIPMENT (chairs and stands) MUST be returned to its respective backstage storage. Please place the cover on the piano.

Turn off all lights (house, stage lights and stage spots). Remember to leave the back stage lights on.

Make sure the Diers doors are shut completely.

Your right to use the hall may be jeopardized if equipment is not returned or is damaged.

## **XIV. PRE-CONCERT ANNOUNCEMENT**

Please include the following message in printed programs and to announce from the stage beforehand. Students should feel free to vary it as they wish, as long as the intent and the message is similar.

*For the best experience of this concert for the performers and the audience, please turn off cell phones and other electronic devices during the performance. Even light emanating from these devices can be disturbing. We appreciate your cooperation. Enjoy this live performance!*

## **XV. RECEPTIONS**

A post-recital reception is a nice way to celebrate this important milestone with your family and friends.

Some students choose to host receptions in Mason Hall following their recitals. These receptions may be held in either the student lounge (Mason 1004) or the faculty lounge (Mason 2140). Receptions may NOT be held in any other room in Mason Hall.

The student and faculty lounges should be reserved in advance to avoid conflicts. Reservations may be made at the same time as when rehearsal time is requested as per posted policies. Requests submitted earlier will not be considered. A reservation for a reception is limited to no more than three hours including set-up and tear-down.

You are responsible for cleaning up after your reception and restoring the room to its previous state.

## **XVI. RECITAL CANCELLATION OR RESCHEDULING**

All exceptions to the above policies will be made only in clearly extraordinary circumstances. Once approved and confirmed, the cancellation of a scheduled event is regarded as highly inappropriate by the School of Music faculty.



Such behavior is unprofessional and is condoned only in the event of dire and unforeseen circumstances. Limited space availability in the performance halls makes it imperative that recitalists use all scheduled performance and rehearsal times. Last-minute cancellation and rescheduling of recitals deprives other students of legitimate opportunities to perform and place undue stress upon recital hall availability.

The "Student Recital Cancellation Form" must accompany the cancellation or rescheduling of a recital. Appropriate signatures must be included.

#### **XVII. RECORDING**

Students receive one complimentary CD of their own personal recital that is required by their curriculum. Non-curricular recitals do not receive a complimentary CD and are not assured to be recorded. Please complete and submit the "Performance Recording Request Form" to order your recording. Use the same form to order additional CDs of your recital or of any other School of Music performance event.

Recitals held off campus are not assured to be recorded.

Please inform family and friends that video cameras, audio recorders, cameras, computers, cell phones, etc. should not be used during your recital. They can be distracting for the performer and members of the audience.

#### **XVIII. LIVE STREAMING**

The School of Music offers a service for student recitals -- Live Streaming.

For a nominal fee, your recital will be live streamed using the same professional audio and video equipment used for ensemble concerts and faculty recitals. The fee also includes an MP4 file of the recital.

To live stream your recital, please follow these guidelines:

- complete the "Live Streaming/Recording Request Form" (also available in the School of Music office)
- pay for the service(s) requested
- submit the form (with proof of payment) to the School of Music office for processing at least two weeks prior to your recital
- a YouTube link will be provided to you that you may share with friends and family
- please note: this link is not published publicly by the School of Music. It is up to you to share the link. In addition, the link is for live streaming only. After the recital, you may share the video once the MP4 file is shared with you.
- please note: the form must be completed and fees paid at least two weeks prior to your recital.

#### **XIX. PUBLICITY POSTING**

You may create your own flyers to publicize your recital. Flyers may be posted on bulletin boards within Mason Hall. If you wish to distribute flyers outside of Mason Hall, you must request permission through the Office of Campus Life. Flyers may not be posted on doors or walls. Students should remove their flyers after their concert has passed.

#### **XXI. GUIDE TO PRINTED RECITAL PROGRAM**

All programs must conform to the following format. See example at [Student Recital Program](#).

- Recitalists are responsible for their own programs.
- The standard program size is 11" x 8 1/2" (landscape) one-fold, printed two-sides (front to back).
- The program must appear exactly as the sample, using font (Times New Roman) and type faces (bold, caps, italics), and point size.
- The cover will include the following: university, school, student name, instrument, specific type of recital, day, date, time, location and boiler plate footers.
- The program itself is ideally on one page, as is the example.

- The program must have all pieces performed: titles, movements, composers, composer dates, and the accompanying/assisting performers.
- The bottom of the program must include the statement “This recital is in partial fulfillment of the [name of degree] degree” and “Recitalist is a student of [faculty name].”
- The blank pages remaining may be left blank or can include biography, acknowledgements, program notes, texts, etc.
- Hold the printed materials to one leaf of paper unless your studio instructor specifically requests a supplementary insert.
- The program must be printed on 11” x 8 1/2” white or ivory paper.
- A camera-ready copy of your program must be approved by your studio teacher before you have it copied.
- The program must be taken off-campus for printing.

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