

EVENING/WEEKEND RECITAL GUIDELINES

Music Department 2015 - 2016

Prepared by: Shannon G. Bicknell, Assistant Production Manager - Music

Revised: 9/22/2015

1. A web link for a recital request form will be emailed to you directly. Using this form, you will submit 5 possible dates for your recital. Please ensure the availability of your instructor and accompanist for these dates before submitting your form.
2. Recital date forms will be accepted in the following order:
 - a. MFA Thesis Projects – Monday, October 12th at 10am
 - b. B.Mus. Senior Recitals – Wednesday, October 14th at 10am
 - c. First Year MFA Recitals or degree projects – Monday, October 19th at 10am
 - d. BA Senior Recitals – Tuesday, October 20th at 10am
 - e. Any student who canceled a recital in the 2014/2015 season – Wednesday, October 21st at 10am

RECITAL SUPPORT FORM

3. Once your recital date is assigned, Recital Support Forms will be created and emailed to you. You will need to print out this form and obtain your instructor's signatures for approval of your date. Your date is not reserved until the Recital Support Form is turned in to the Assistant Production Manager with all necessary signatures.
4. You should discuss your need for an accompanist with your instructor. You are responsible for the coordination and booking of your accompanist. There is a list of accompanists available in the Music Office. If you have questions, please speak with Nina Scolnik, Associate Chair.
5. The Recital Support Form must be turned in within 7 days of completing the form with the Assistant Production Manager or you will forfeit your date. There will be no exceptions.

DRESS REHEARSALS

6. Due to the heavy use of Winifred Smith Hall by the School of the Arts, not everyone will be able to schedule a dress rehearsal. If rehearsal time is available near the date of your recital and your requested time is approved, **you will be given a maximum of one 2-hour period for your rehearsal.** Only written e-mail requests from Students (not instructors) for dress rehearsal times will be accepted. Please request times through the Assistant Production Manager.
7. The baby Kawai piano is unlocked and available for rehearsals in Winifred Smith Hall. The use of any other piano for rehearsals will need to be approved through your instructor and the piano faculty. The approving instructor will assist you in unlocking and relocking the piano. **The Assistant Production Manager and/or Office Staff will not unlock and relock pianos for rehearsals.**

RECORDINGS

8. Beginning in the 2015/2016 season, all evening and weekend student recitals will be recorded and recordings provided to students free of charge. Students will be sent a link via email to download their entire, unedited, concert recording.
9. If students wish to obtain a CD recording of their concert with edited tracks, a \$50 fee will be charged.
10. The in-house recording system produces recordings of a quality that is suitable for self-review ONLY. The microphones are in the back of the house and pick up not only your performance, but also any noise the audience makes and any sound reverberations happening in the hall. These recordings will not be suitable for any sort of publication or distribution.
11. The music department cannot provide support for video recording. You are welcome to bring your own video camera and personnel to record your recital. The camera should be set up before the house opens at thirty minutes to show time.

PROGRAMS

12. All students giving recitals should coordinate the creation and revision of program drafts with their studio instructor.
13. Photocopying and supplying the program for the recital is the responsibility of the student. Please remember to bring the programs on the day of your recital.

14. Note: B.A. recitals normally have a full set of program notes, which must be approved by your studio instructor and/or B.A. advisor separately; for B.A. lecture-demonstration projects, program notes are optional.

TECH RIDER

15. Winifred Smith Hall is equipped with a smart classroom and a variety of audio equipment. All students will be required to provide a technical rider 2 weeks prior to their concert date with information on their program, what equipment will be needed for each piece, and a stage plot for each set-up. Students may be required to provide assistance in the set-up and strike of their equipment.
16. Please note that **under no circumstances will anyone be allowed to sit, lie, stand or dance on any pianos**. Arrangements for prepared pianos, including any and all non-traditional ways of playing a piano, need to be discussed with the piano faculty well in advance.

THE RECITAL

17. On the afternoon or evening of your recital, you will have access to Winifred Smith Hall 1½ hours prior to the recital start time and you will have up to 1 hour to rehearse. The audience will be seated 30 minutes before the start of your recital. You will not be allowed to rehearse on stage after this point.
18. You are required to vacate the hall 2 hours after your scheduled recital start time. Any personal belongings left in the hall will be removed after this point.

RECEPTIONS

19. On-campus receptions should not be considered obligatory: they are for guests who do not usually appear on campus or have travelled to attend your recital. Often a post-concert receiving line is sufficient to greet and thank such guests.
20. No food or drink is allowed in Winifred Smith Hall, all receptions must be held outside (in front of WSH or the 3rd floor patio of the Music and Media Building). A fee of \$75 will be required prior to your recital date to use the Music Conference Room for your reception. Please see Peter Chang in MM 305 to fill out a contract and pay fees.
21. Occasionally, students have rented the University Art Gallery for post-concert receptions. These rentals are not coordinated through the Assistant Production Manager's office, you must contact the Director of Space Planning and Facilities for information about renting that space.
22. **Receptions are to conclude 2 hours after your scheduled recital start time.** This means that for a recital that starts at 8pm the corresponding reception must be finished, cleaned up and clear of the building by 10pm. The department will supply 2 tables. If your reception requires more tables, you must provide them.
23. Alcohol and open-flame (including candles and Sterno burners) are NOT permitted at any on-campus reception.
24. Following the reception, you are responsible for your own clean up. All trash must be taken to the dumpster behind the Costume Shop or the dumpster behind the Beall Center. **Please bring extra trash bags.** If the trash is not removed, you will be charged a \$100.00 clean-up fee.

If you have any questions, please contact the Assistant Production Manager at sgbick@uci.edu.