

Evening/Weekend Recital GUIDELINES 2018-19

Create your Evening/Weekend Recital in 7 easy steps!

Step 1 : REQUEST A RECITAL DATE

- All students who attend the annual Production & Recitals Meeting (described above) will receive an email with a [Google survey link to the 2018-2019 Music Student Recital Request Survey](#) from the APM - Music in Week 1 of Fall Quarter.
- Follow the instructions and fill out the survey completely. The survey requires you to choose **your top 5 preferred dates** for you recital.
- **Don't Forget!** Be sure to check with your instructors, collaborators, collaborative pianist and page turners before you choose the dates. You want them to be there!
- This survey closes at the end of **Week 3 on Sunday, October 21nd at 11:59 PM**. You must submit the date request on time, otherwise your request will be fulfilled last.
- Priorities will be given in the order of a) MFA/MA/PHD Graduate Student Degree Culminating Performances and Projects b) BMus Senior Recitals c) First Year MFA Recitals or degree projects d) Jazz Recitals e) Rescheduled Recitals from the last season, then f) late request submissions.

Step 2: RECITAL SUPPORT FORM

- You will receive your Recital Support Form with the assigned time and date for your recital in **Week 6 on Monday, Nov 5**.
- You have **7 days (Due on Monday, Nov 12)** to email or submit a hard copy of the completed and approved form (with your instructor's signature and **IF you are performing with Junko Nojima or Yuliya Minina** principal musicians, the collaborative pianist signature approval as well) to the APM - Music in order to SECURE YOUR RECITAL DATE. Hard copies should be placed into the APM - Music's mailbox in the music office.
- The final recital schedule will be posted online in the department's website as well as in the **Recital Announcement Board** in front of the music office in **Week 10 of Fall Quarter**. **Be sure to check if your date and information are correctly listed on the recital calendar**. Contact the APM - Music right away if there are any errors.

No Forms, No Date!!

You risk losing your recital date if you do not return the Recital Support Form on **Nov 12, 2018**

Step 3: BOOK A DRESS REHEARSAL DATE

- Students giving a Evening/Weekend recital are allotted **ONE 2-hours period** for a dress rehearsal in Winifred Smith Hall (WSH).
- Work with your collaborators, collaborative pianist and instructors to find a time slot that works for you, then email the Assistant Production Manager to request the time.
- The request must come from YOU, **NOT your instructors**.
- Rehearsal time is not guaranteed; we will do our best to accommodate you based on the availability of the hall.
- The baby Kawai piano is available to you for rehearsals. If you wish to use the Hamburg, you must be acquire permission by your instructor then request and pick up the keys

from the Music Department front desk prior to your dress rehearsal. **The APM - Music and/or Office Staff will not unlock and relock pianos for rehearsals.** Return the keys immediately to the keys drop off in front of the MM300 after your rehearsal.

- Weekend/Holiday Rehearsals - YOU are responsible to make arrangement with the Music Office to check out keys to the WSH if you have booked a weekend/holiday dress rehearsal. You must have an email confirmation from the APM - Music prior to making your key check out request. They will not check out keys to unbooked rehearsals. **The APM - Music will NOT unlock and relock the WSH for rehearsals.** Return the keys immediately to the keys drop off in front of the MM300 after your rehearsal.

Step 4: CREATE YOUR PROGRAM

- Create your concert program and get it approved by your studio instructors.
- BA projects normally requires a full set of program notes, which must be approved by your studio instructor and/or B.A. advisors separately.
- It is YOUR responsibility to make the copies.
- **Don't Forget!** Bring the programs with you on the day of your concert.

Step 5: SUBMIT TECHNICAL RIDER

- Download the Technical Rider Guidelines from the Music Department website, and follow the instructions to complete a Technical Rider. (A sample of the guideline is also posted in the hallway in front of the Music Office)
- Email the Technical Rider to the APM - Music at least 2 weeks before your concert.

Step 6: ON THE DAY OF YOUR RECITAL

- WSH will be available to you **One Hour and a Half prior to your concert.** This gives you an hour to warm up.
- Stage **must** be cleared 30 minutes prior to your concert start time to allow audience to sit down.
- You are required to vacate the hall 1 and a half hour after your scheduled concert time, so plan your concert length, your break down time, and reception accordingly.

Step 7: (optional) RECEPTION

- You are welcome to host a reception after your recital. It is NOT an requirement.
- **NO FOOD OR DRINK ARE ALLOWED IN WSH.** All reception must be held outside either in the front patio or the front of house in WSH. You may also request the Music Conference Room (MM302) by emailing the APM - Music for to acquire the Use of Facilities Form. The completed form is DUE two weeks prior to your recital by email or hard copies in the mailbox of the APM - Music in the music office.
- Remember to bring your own utensil, plates and napkins. We do not provide reception materials.
- **No open flames or alcohol will be permitted at any on-campus receptions.**
- You are responsible to clean up after your event. All trash must be taken to the dumpster behind the Beall Center. **Please bring your own trash bags.** If trash is NOT removed, you will be charged a \$100 clean-up fee.
- Reception MUST conclude two hours after the scheduled concert time.

What else do you need to know?

- **Recordings** - All evening and weekend student recitals will be recorded by an in-house recording system for free of charge.
 - Students will receive a downloadable link by email to download their entire, unedited concert recording two weeks after the concert.
 - CD's with individual tracks cut is available upon request. A \$50 service charge will be required, please make a check out to UC Regents and drop it off to Peter Chang, Music Office MSO. **No Cash will be accepted.**
 - The recording quality is NOT suitable for publication or distribution. Please make your own arrangement if you required a professional level quality recording.
 - No Video Recording. The Music Department does not provide video recording. Feel free to bring your own camera and personnel to record the concert. The camera must be set 30 minutes prior to the concert.
- **Programs** - YOU are responsible for creating the concert programs AND for making copies for your audience.
 - Guidelines and samples are available on the department website (under Current Students – Student Recital Information).
 - **Be sure to bring the copies with you on the day of the concert.**
- **Piano Usage** - Only traditional piano usage is allowed on our instruments (feet on pedals, hands on keys). Any non-conventional techniques on the piano must be approved by the piano faculty prior to the concert.
- **Collaborative Pianist**- You are responsible to coordinate and book your collaborative pianist. There is a list of collaborative pianist available in the Music Office. If you have question, please speak with Nina Scolnik.

If you missed the Welcome Week Production & Recital meeting, you must email the Assistant Production Manager-Music for a make-up session.

QUESTIONS: Contact Shih-wei Wu, Assistant Production Manager of Music
(949) 824-1717, shihweiw@uci.edu