

NOON CONCERT GUIDELINES

Music Department 2015-2016

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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. Junior Vocal Recitals - Monday, October 12th at 10am
 - b. Additional Projects - Wednesday, October 14th at 10am
 - c. Any student who canceled a recital in the 2014/2015 season – Wednesday, October 21st at 10am

RECITAL SUPPORT FORM

1. 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.
2. 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.
3. 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.

REHEARSALS AND RECORDINGS

4. 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. **Students giving noon recitals will be allowed to schedule one 1-hour time slot, which is pending availability and must be scheduled in the week leading up to your performance.** Only written e-mail requests from students (not instructors) for dress rehearsal times will be accepted. Please request times through the Assistant Production Manager.
5. **The Music Department does not provide support for the video or audio recording of Noon Concerts.** You may arrange to record noon concerts on your own.

PROGRAMS

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

TECH RIDER

8. 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.
9. 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

10. On the day of your recital you will have access to Winifred Smith Hall at 11:50am, 10 minutes prior to curtain time. The audience will be seated as they arrive and your recital will begin no later than 12:05pm.
11. Noon Concert programs are to be no longer than 50 minutes in length, including set up, late start and strike. **You will be cut off at 50 minutes, promptly at 12:50pm.** Please take into consideration time for applause and transitions between pieces when timing your recital. It is recommended that you prepare no more than 40 minutes of music.
12. Noon Concerts cannot have on campus receptions following their recitals. The Hall, lobby and annex areas must be clear of performers and guests before the 1:00pm class begins.

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