

Noon Concert GUIDELINES 2018-19

Create your noon concert in 6 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 first to a) Junior vocal recitals, b) additional projects, c) rescheduled concert that was cancelled in the last season, then d) 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 5th**.
- 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 Kojima 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 is 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 noon recital are allotted **ONE HOUR ONLY** for a dress rehearsal in the Winifred Smith Hall.
- 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.
- 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

- Show up to the hall @ 11:50 AM, and start the concert no later than 12:05 PM.
- Limit your set to 50 minutes maximum. **You will be cut off at 12:50 PM.** No Exceptions!

What else do you need to know?

- **No Recordings** - There will be no recording service **of any kind** for noon recitals. Please make your own arrangements for recordings.
- **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.
- **No Receptions** - Unfortunately, we cannot accommodate recital receptions for NOON concerts due to classes.

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
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