EVENING/WEEKEND RECITAL GUIDELINES
Music Department 2014-2015
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1. Pick up or print out a recital request form, available from the Music office or online at http://music.arts.uci.edu/content/recital-information. Refer to the Recital Calendar, on the board outside the Music Office or online, and choose your top 5 recital dates from those available.

2. Meet with the Assistant Production Manager at the assigned time to choose your recital. Recital Request Forms may be turned in during week 3 of fall quarter. Specific times and dates TBD.

1. Recital date assignments will be released in the following order
   a. MFA Thesis Projects
   b. B.Mus. Senior Recitals
   c. First Year MFA Recitals or degree projects

2. Those who canceled a Senior or Graduate Recital last year should not expect to present their recital in Spring Quarter. They should anticipate performing in Fall or Winter Quarter.

RECITAL SUPPORT FORM

3. Once the date is chosen a Recital Support Form will be created. You will need to pick this up from the recital bulletin board 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. Each student wanting to do a recital for credit needs to fill out and turn in a Recital Support Form. A Recital Support Form needs to be completed for each recital/concert.

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 two hours 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. All senior and MFA recitals will only be audio recorded for archival purposes if you have paid the recording charge two weeks prior to your recital. There will be no exceptions. THE CONCERT WILL NOT BE RECORDED UNLESS YOU PAY THE FEE IN ADVANCE.

The cost for recording is $50.00 for one CD. All monies for recital recordings must be paid by check to “UC REGENTS” through the music department. Additional copies can be ordered and purchased through the Music Office. Written permission from the Assistant Production Manager is required if you want to hire your own recording engineer.

9. 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
10. All students giving recitals should coordinate the creation and revision of program drafts with their studio instructor.

11. 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.

THE RECITAL
12. 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.

13. 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.

SPECIAL EQUIPMENT
14. Winifred Smith Hall is a “smart classroom” with easy to access playback and projector capabilities. A tech rehearsal prior to your recital date, with the Assistant Production Manager present, will be required to use this equipment. Please speak to the Assistant Production Manager about your needs when your Recital Support Form is turned in.

15. Any additional special equipment needs to be requested a minimum of 2 weeks in advance of your recital date. These items include audio monitors, extension cords, tape for hanging items, additional furniture, special lighting requests, etc.

16. 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.
RECEPTIONS

17. **ALL RECEPTIONS WILL BE OUTSIDE** (in front of WSH, in the amphitheater, or on the 3rd floor patio) **OR IN THE MUSIC CONFERENCE ROOM. RECEPTIONS MAY NOT BE HELD ON STAGE.** No food or drink is allowed in Winifred Smith Hall. 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.

18. **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 at 10pm. The department will supply 2 tables. If your reception requires more tables, you must provide them. You must notify the Assistant Production Manager if there will be a reception at least 2 weeks prior to your recital.

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. Alcohol is NOT permitted at any on-campus reception.

21. **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.

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