

Evening/Weekend Recital GUIDELINES 2019-20

Create your Evening/Weekend Recital in 7 Easy Steps!

Step 1 : REQUEST A RECITAL DATE

- **Fill Out The Survey** - All students who attended the annual Production & Recitals Meeting will receive an email with a google survey link to the 2019-2020 Music Student Recital Request Survey from the APM - Music in **Week 1 of Fall Quarter**.
- **Choose 5** - Follow the instructions and fill out the survey completely. The survey requires you to choose your top 5 preferred slots for you recital.
- **Check** - 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!
- **Due date** - **This survey closes at the end of Week 3 on Sunday, October 20th at 11:59 PM**. Late submission must be done by email and will be given the lowest priorities.
- **Priorities** - 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

- **Support Form** - You will receive your Recital Support Form with the assigned time and date for your recital in **Week 6 on Monday, Nov 4th**.
- **1 Week** - You have **8 days (Due on Tuesday, Nov 12)** to email or submit a hard copy of the completed and approved form. Hard copies should be placed into the APM - Music's mailbox in the music office.
- **Completed Form** - a completed form must have the instructor's signature, and if applicable, the signature of the staff collaborative pianists, Junko Nojima or Yuliya Minina.
- **Post Date** - 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**.
- **Check** - Be sure to check if your date and information are listed correctly 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 **Tuesday, Nov 12, 2019**

Step 3: BOOK A DRESS REHEARSAL DATE

- **2 hours** - Students giving a Evening/Weekend recital are allotted **ONE 2-hours period** for a dress rehearsal in Winifred Smith Hall (WSH).
- **Check** - Work with your collaborators, collaborative pianist and instructors to find a time slot that works for you, then email the APM - Music to request the time. Please note: The request must come from YOU, **NOT your instructors**.
- **Availabilities** - Dress Rehearsal time is not guaranteed; we will do our best to accommodate you based on the availability of the hall.

Step 4: LEADING UP TO AND ON THE DAY OF YOUR DRESS REHEARSAL

- **Keys** - You are responsible to get the necessary keys for your rehearsal. Music Production Office and Music Office do NOT support rehearsals. You must acquire the keys from the music office on weekdays between 9a - 12p. You must also return the keys promptly into the key-drop box after rehearsal. Do not hold on to the keys, other students need it too.
- **Weekend/Weekday Night Rehearsals** - You would only need to check out keys for rehearsals taking place on weekends and weekday rehearsals after 6p.
- **Piano** - The Kawai baby grand is always unlocked for you to use. You must check out keys from the music office for Hamburg and New York. IF you are working with Junko or Yuliya, you do not need to check out a key for the rehearsal.
- **Jazz Students** - Please note, no audio production support is available for your rehearsal. Also, please reserve and check out keys to MM220 if you need to access to the green drum kit. Otherwise, you must bring your own drum set for the rehearsal.
- **Etiquette** - No food and drink in Winifred Smith Hall. You can consume them outside or in the dressing room. Place the piano back into the wings after your rehearsal. Turn off all lights. Remember, there are other department sharing the space with us. Dispose of all trash in the trash cans outside of the hall, especially food. Always, lock up when you leave the building.

Step 5: CREATE YOUR PROGRAM

- **Guidelines** - Follow the guidelines for programs from <http://music.arts.uci.edu/recital-information> to create your program.
- **BA Projects** - BA projects normally requires a full set of program notes, which must be approved by your studio instructor and/or B.A. advisors separately.
- **Bring your Programs** - It is your responsibility to make the copies and bring the programs with you on the day of your concert.
- **Legibility and Translation** - All vocal students are required to include translations of all texts not performed in English in their programs and give names of poets. You must also use legible fonts and place emphasis on clarity and professional appearances in your program design.

Step 6: SUBMIT TECHNICAL RIDER

- **Guidelines** - Create your tech rider based on the Technical Rider Guidelines that is emailed to you from the technical rider request email by APM-music.
- **2 weeks** - The rider is due to APM-Music two weeks before your recital.

Step 7: ON THE DAY OF YOUR RECITAL

- **Arrival Time** - WSH will be available to you an hour and half prior to your concert.
- **Open House** - Stage **must** be cleared 30 minutes prior to your concert start time to allow audience to sit down.
- **Duration** - You are required to vacate the hall an hour and a half after your scheduled concert time, so plan your concert length, your break down time, and reception accordingly.
- **No Keys Needed** - You do **NOT** need to check out keys for your recital. The production office will be supporting it.

Optional: RECEPTION (Not Required)

- **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.
- **No Reception Support Materials** - Remember to bring your own utensils, plates and napkins. We do not provide reception materials.
- **No open flames or alcohol will be permitted at any on-campus receptions.**
- **Trash/Cleaning** - 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.
- **Duration** - Reception MUST conclude two hours after the scheduled concert time. The production team reserve the right to end a reception earlier depending on circumstances.

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 arrangements if you require 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 the 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 any questions, please speak with Prof. 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