NOON CONCERT GUIDELINES
Music Department 2014-2015
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Revised: May 29th, 2014

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.

3. Concert date assignments will be released in the following order:
   a. Junior Voice Recitals
   b. Senior BA Projects
   c. Graduate Projects

RECITAL SUPPORT FORM
4. 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 your instructor’s signature. Each
   student wanting to do a recital for credit needs to fill out and turn in a Recital Support Form.

5. 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.

6. The Recital Support Form must be turned in within 7 days of completing the form with
   the Assistant Production Manager or you will forfeit the date. There will be no exceptions.

REHEARSALS AND RECORDINGS
7. Due to the heavy use of Winifred Smith Hall by the School of the Arts, a formal dress
   rehearsal cannot be scheduled in Smith Hall for Noon Concerts.

8. 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
9. All students giving recitals should coordinate the creation and revision of program drafts
   with their studio instructor

10. 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.

11. Note: B.A. recitals normally have a full set of program notes, which must be approved by
    your studio instructor and/or B.A. advisor separately; for B.A. lecture-demonstration
    projects, program notes are optional.
THE RECITAL

12. 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.

13. 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.

14. 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.

15. 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.

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