

# Student Recital Info Meeting

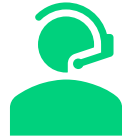
**UCI** Claire Trevor | Music  
School of the Arts

October 26<sup>th</sup> 2023 

# Overview



Requesting a  
Recital Date



Recital Support  
and Technical  
Information



Book a Rehearsal  
Date



Rehearsal



Performance



# Requesting a Recital Date

- Student Recital and Technical Rider
  - <https://forms.office.com/r/01xtye9xwg>
    - Form goes live at 4pm
  - Submitted by Friday November 10<sup>th</sup>
- Preferred Date and Start time
  - 5 possible Dates and Times
  - DO NOT FORGET TO CHECK WITH YOUR COLLABORATORS
    - (instructors, pianists, page turners...etc.)
  - Once Scheduled Dates are locked
  - You will receive info on programs and other requirements once your date is locked in



# Required Student Musician Contract

- If you will be working with a Collaborative Pianist, you must submit this Principal Musician DocuSign along with your music by Friday, November 3rd, 2023:
- <https://powerforms.docusign.net/78d6e1ba-f1ab-4dfb-a6ee-eb3327e5358e?env=na3&acct=6ffb309a-2275-456f-8c79-5ed55300a7ed&accountId=6ffb309a-2275-456f-8c79-5ed55300a7ed>
- If you don't have an assigned pianist yet:
  - list either Junko Nojima or Yuliya Minina
  - mail your music to either of them (jnojima@uci.edu, mininay@uci.edu).
- Once your contract has been submitted, your professor has signed it, and your music has been received, the assigned pianist (principal musician) will then sign the contract. This form is also available on the Music Dept. website under "Admitted Students - Forms



# Student Recital Date Request and Tech Rider

Every student must provide the following information in order to request a date for their recital, and to provide a technical rider. For Academic Year 2023-2024, to ensure a recital date for Winter or Spring 2024, this form must be submitted by **Friday, Nov. 10, 2023**. We cannot guarantee full support to students who do not submit the form by this date.

A tech rider is a clear and effective communication document used by artists to let production teams to determine your needs for each event. The more information and clearer you are with determining your needs (set up, microphones, page turner, stands, chairs) the easier your concert day of will be. This is an industry standard.

\* Required

1. Full name \*



# Recital Support and Technical Information

- Title - Length of each piece (OPTIONAL at this time)
- Running Time -
  - If requesting a NOON recital, you will be held to 50 minutes with an enforced stop at 12:50pm
- Instrumentation
- Lighting and Equipment Needs
  - All dependent on availability
- Ground Plans....





# Dress Rehearsal

- Once you have a confirmed date you can schedule your rehearsal
  - Evening Weekend Recital - 2 hour rehearsal
  - Noon Recital - 1 hour rehearsal
- Email - [ctsa-production@uci.edu](mailto:ctsa-production@uci.edu)
- **Check with your collaborators**
- The request must come from you!
- Music and Production Office do not support rehearsals
  - Schedule and Check out Keys from the music office in advance
  - It is your responsibility to make sure you have what you need.
  - Staff/faculty may not be able to help with last minute requests.
- After the rehearsal, the space must be returned to blank stage





# Recital Day – Evening/Weekend

- Space is available an hour and half before performance start
- House Opens 30 minutes prior
- There is a **1 hour Load Out** following the conclusion of your recital
- Limit of one recital per day
- End of Spring quarter is the busiest and spots are limited



# Recital Day – Noon

- Arrive at the Hall at 11:50am
  - A class maybe ending at 11:50am
- The recital must start by 12:05pm
- Recital must end at 12:50pm
  - NO EXCEPTIONS
- Limit of one recital per day
- End of Spring quarter is the busiest and spots are limited



# Student Recital Date Request and Tech Rider

