

THE PURPOSE OF THIS PUBLICATION

This Student Recital Handbook documents the information and requirements students need in order to enroll, document, plan, schedule, produce, perform and celebrate a successful degree-required recital as prescribed by the curriculum.

DOCUMENTATION

Documenting a student recital thoroughly is vital to the credibility of all degrees. The University forever holds these documents for all future reference in respect to student transcripts. With this in mind, it is crucial for students to submit all student recital forms and documents in a timely fashion.

To receive credit for a degree-required recital, all students must be enrolled in the appropriate class during the semester in which the recital will be performed. Undergraduate students must enroll in MUS 495 and graduate students must enroll in MUS 698.

This Handbook contains all forms necessary to officially document student recitals on all degree levels. The forms are: Jury form; Recital Date Request form; Performance and Rehearsal form; Reception Application; Wind and Percussion Program form (required).

THE RECITAL JURY

Students must schedule and pass a recital jury prior to establishing a recital date. Each recital jury must be scheduled in advance with the appropriate Applied Area Coordinator (teachers may assist in this arrangement). The successful completion of the Recital Jury must be reported to the Music Program Office on the Jury Form provided in this Handbook. Wind and Percussion recitalists must submit their typed program form as directed by their teacher. No course credit will be given without these forms.

There are three windows of opportunity to take a recital jury. They are:

- The semester prior during regular jury schedule with the approval of the appropriate teacher;
- At a pre-arranged time during the week prior to the beginning classes; or
- During weeks 1-7 of the semester in which the recital is anticipated.

PLANNING & SCHEDULING

Following the recitalist's successful jury, recital dates will be allocated on a first-come, first-served basis. Be sure to coordinate availability with your teacher, accompanist, and family before requesting a recital date. *Recitalists and teachers are reminded that choice recital dates are allocated to those students who plan ahead, particularly in the spring semester.*

Students must submit a Recital Request Form signed by their teacher in order to begin the scheduling process. Due to the number of concerts and class recitals offered by the Department of Music, there is a strict limitation of recital slots which can be scheduled during the last two weeks of any semester. Recitals may not be scheduled after the last day of classes under any circumstances. Recitals may be scheduled during the weekend following juries only if all other possible dates have been exhausted.

PRODUCING

It is the hope of the department that students understand the production of their recital is an important learning opportunity. Like everything in life, the more a student puts into the process, the more they will learn.

Recitalist are required to meet with the Production Coordinator, Room 116A, two weeks prior to the recital date. All technical and production details will be arranged including rehearsal time, concert manager and piano assignments at this time. The completed Performance and Rehearsal form must be brought to this meeting. **Failure to meet IN PERSON with the Production Coordinator will result in the cancellation of the recital.**

ABOUT STUDENT CONCERT MANAGERS:

Because recitals are performed and managed in a professional manner, the department assigns trained and experienced student concert managers to all recitals. Each recitalist is responsible for reimbursing the concert manager a minimum of \$40 which includes a same-day, warm up rehearsal. An additional fee may be required if this technician must attend additional rehearsals or if there are details and unusual requirements in excess of the average recital.

RECITAL LENGTH:

The length of all recitals is limited according to the type of recital and the time slot in which it has been scheduled. For additional information, please refer to the Recital Time Slot Scheduling included in this Handbook.

HARPSICHORD REQUESTS:

If a harpsichord is required, the recitalist must contact the Production Coordinator no less than one month in advance. Accompanists must be approved by the Department of Music before using the harpsichord.

REHEARSALS:

Each senior and graduate recitalist may reserve up to 1-1/2 hours of rehearsal time in the Music Recital Hall prior to their recital. Rehearsal time is reserved through the Production Coordinator in Room 116A. Teachers must be present at all rehearsals.

The Music Recital Hall (Room 158) has two fine pianos available for performances: a nine-foot Steinway and a seven-foot Steinway. So that all recitalists can be guaranteed a well-tuned piano for their performance, the use of these instruments is limited. The nine-foot Steinway is assigned to a finite number of recitalists according to a set of guidelines which are based on considerations which include the type of recital, the type of recitals scheduled before and after that recital and the availability of the Recital Hall to the piano technicians.

In order to use the performance pianos for rehearsals, the instructor must obtain a piano key from the Production Coordinator (which is only available after the recitalist has had a meeting with the Coordinator). To use the nine-foot Steinway, the instructor must be present during the rehearsal at all times. To use the seven-foot Steinway, the instructor must be present during rehearsals scheduled other than Monday through Thursday, 9:00 a.m. - 5:00 p.m. Please note: To protect the tuning of the performance pianos, rehearsals requiring the use of a performance piano cannot be scheduled on Fridays, Saturdays or Sundays during the academic year.

PROGRAMS:

Programs MUST be 8 1/2" x 5 1/2" and conform to the attached program sample included in this Handbook. All degree recitals must have the following statement on the cover *In partial fulfillment of the (insert degree level at the end of the statement)*.

Programs must be approved by the Music Pro for format (not content) prior to printing

Music Scholarships: As a courtesy to Music Department Donors, recipients of departmental scholarships must list the scholarship and the year in which it was awarded in the printed program.

Ten original programs must be submitted to the Music Program Office one week prior to any recital. Recital programs are bound and archived each academic year. They must present a unified standardized, professional look. NO course credit will be allowed unless students submit these programs.

RECORDING & OTHER ELECTRONIC INFORMATION:

Students may hire their own recording technician. All graduate recitals must be recorded.

Percussion and/or Composition recitalists using speakers for their performance should add an additional thirty minutes (30") to their set up time for a sound check. Sound checks are completed during the pre-recital set up only, not during intermission. Special arrangements should be made with the Music Department Electronic Technician, call (818) 677-3156.

THE RECITAL

RECITAL FEES

The recitalist is financially responsible for the cost of the recital including printed programs, recording, electronics, concert manager and reception coordinator fees. Payment must be made in cash directly to the person providing the service at the time the service is given.

GRADUATE RECITALISTS ONLY:

TTR grad recitalists: MUS 698 Thesis Proj Perf

Thesis Project Planning Form: To be picked up from Pat in Music Room 116

Recording: All graduate recitals must be recorded (see Recording section)

Recital Abstract: No grade will be assigned unless the required number of abstracts have been filed with the Graduate Office and one xeroxed copy submitted to the Music Department.

RECEPTIONS:

RECEPTION ARRANGEMENTS MUST BE MADE AT THE TIME THE RECITAL IS RESERVED, NO EXCEPTIONS.

Students performing their B.A., B.M., M.A. or M.M. recitals who fulfill the requirements of the following check list may hold a reception in the Music Courtyard immediately following their performance.

- Fill out the *Reception Application* completely.
- Meet with the Production Coordinator in Room 116A and submit the application at least two weeks prior to the recital day.
- Agree to pay the Reception Coordinator assigned to your event \$35.00 for her/his services.
- Deliver the items under *You Provide* (see below) 2 hours before the scheduled time of the recital.

WE provide:

- Two 12' X 1-1/2' tables
- One 36-cup percolator (if requested)
- Punchbowl and ladle (if requested)
- Food set up, presentation and clean up services.

YOU provide all other items including:

- Two large trash bags
- Light refreshments
- Ice for cold beverages
- Ice and ice chest(s) for food items that require refrigeration
- If a friend or relative is shopping for you, please provide them with a copy of this list.

We CANNOT ALLOW:

- Catered meals (*finger foods* only please)
- Alcoholic beverages
- Confetti for decoration
- Red punch (it stains the patio)

SPECIAL CONSIDERATIONS AND EXCEPTIONS

RECITAL DRESS CODE (NON-JAZZ):

Formal Dress is required for all recitalists with the exception of jazz recitalists (see below).

WIND & PERCUSSION ONLY:

Please type information requested on the special form titled “Recital Program – Wind & Percussion Recitalists Only.” Panel must approve your program at the time of your jury. Following your successful jury, submit your program form along with the others required by the department.

JAZZ RECITAL REQUIREMENTS:

- Play two classical pieces of contrasting styles preferably by memory (memorization not required).
- Play a solo transcription from memory with small group accompaniment
- Play one tune from each *Jazz Period* including Early Jazz (pre-1940s); Bebop; Hard Bop; Cool School (West Coast); Contemporary (post 1960s, modal, fusion, electric, etc.); Play one tune in a Latin style; Play one Ballad.

Two of the above styles must be arranged for a minimum instrumentation of 3 horns and rhythm section (original arrangement, including score). Original tunes are encouraged, but not required. Music may be used by other members of the group, but **must be memorized** by soloist (individual giving recital). Solos should be restricted to primarily feature the student giving the recital. Total length of music should be 60 minutes.

JAZZ DRESS CODE:

All performers must **dress appropriately!** Do not wear jeans, t-shirts, or tennis shoes. If you have a question about appropriate dress, ask your teacher.

OFF-CAMPUS STUDENT RECITALS:

Off-campus Student Recitals are not allowed except under extraordinary circumstances with approval from the teacher and the Music Department Chair.

CANCELLATIONS:

All undergraduate cancellations will result in a No Credit grade and the recitalist will be required to re-enroll and begin the recital process from the beginning. Cancellations will be considered on a case-by-case basis. Make an appointment with the Production Coordinator to discuss cancellations.

ABOUT YOUR SUCCESS

No matter what the situation or circumstance, please ask questions. We want you to have a successful and rewarding experience as you produce your recital. Best Wishes!

RECITAL SCHEDULING GRID BY DEGREE LEVEL

JUNIOR Saturdays and Sundays at 11:00a.m., 1:00p.m. or 3:00p.m. only
(50 minutes maximum performance time and NO intermission).

SENIOR BA Saturdays and Sundays at 11:00a.m., 1:00p.m. or 3:00p.m. only
(50 minutes maximum performance time and NO intermission).

SENIOR BM Fridays at 5:00 or 8:00 p.m.. or Saturdays and Sundays 5:00 or 8:00 p.m. only
(1-1/2 hours of performance including intermission).

GRADUATE Fridays at 5:00 or 8:00 p.m. or Saturdays and Sundays 5:00 or 8:00p.m. only
(1-1/2hours of performance including intermission).

FRIDAYS:

5:00 pm BM, MA & MM recitalist only
 Short set up, long recital (1-1/2 hours including intermission)
8:00 pm BM, MA & MM recitalist only
 Long set up, long recital (1-1/2 hours including intermission)

SATURDAYS AND SUNDAYS:

10:30 or 11:00 am BA & Junior recitalists
 Long set up and short recital
 (50 minutes maximum performance time and NO intermission).
1:00 pm BA & Junior recitalists
 Short set up and short recital
 (50 minutes maximum performance time and NO intermission).
3:00 pm BA & Junior recitalists
 Short set up and short recital
 (50 minutes maximum performance time and NO intermission).
5:00 pm BM, MA & MM recitalist only
 Short set up, long recital (1-1/2 hours including intermission).
8:00 pm BM, MA & MM recitalist only
 Long set up, long recital (1-1/2 hours including intermission).

SET UP DEFINITIONS

SHORT SET UP equals no more than 30 minutes for stage set up and onstage warm up combined.

LONG SET UP equals as much as 2 1/2 hours for the 10:30 or 11:00 a.m. slots and between 1 and 1-1/2 hours for the 8:00 p.m. slots (all including stage set up and onstage warm up).

California State University, Northridge
College of Arts, Media, and Communication
CSUNMUSICrecitalJURYFORM

RECITAL/DEGREE LEVEL

Junior Senior Graduate BA BM MA MM

This student:

STUDENT'S NAME (first/last) _____

INSTRUMENT/VOICE TYPE _____

has successfully passed

has not passed

ADJUDICATOR'S SIGNATURE: _____

Special considerations:

Piano Concerto requirement completed and the following grade awarded: _____

We recommend the following grade for this graduate student: _____

(Rev. 9/01)

California State University, Northridge
College of Arts, Media, and Communication
CSUNMUSICrecitalJURYFORM

RECITAL/DEGREE LEVEL

Junior Senior Graduate BA BM MA MM

This student:

STUDENT'S NAME (first/last) _____

INSTRUMENT/VOICE TYPE _____

has successfully passed

has not passed

ADJUDICATOR'S SIGNATURE: _____

Special considerations:

Piano Concerto requirement completed and the following grade awarded _____

We recommend the following grade for this graduate student: _____

(Rev. 9/01)

California State University, Northridge
College of Arts, Media, and Communication
CSUNMUSICrecitaldateREQUESTFORM

A positive Jury Recital form(s) must be submitted prior to requesting a recital reservation. You must meet, in person, with the Music Production coordinator in Room 116A with this completed and signed form. This form does not confirm your recital date. You will be given a written confirmation of your recital date and time during this meeting.

Student's Name (first/last) _____ Instrument _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____ Pager _____

E-mail address _____

Instructor's Name _____ Instructor's Phone _____

This request represents a recital request in partial fulfillment of the following degree,

- Junior Senior Graduate BA BM MA MM

I certify the above named student qualified to request a recital reservation on one of the following date(s):

INSTRUCTOR'S SIGNATURE (mandatory) _____

1st Choice Date _____ Time _____

2nd Choice Date _____ Time _____

3rd Choice Date _____ Time _____

SPECIAL NOTES _____

All student recitals must be performed before the last day of instruction during the same semester in which students are enrolled in either MUS 495 or MUS 698.

Undergraduate students who are enrolled in MUS 495 and perform their recital will receive a Credit (C) grade. Students who are enrolled in MUS 495, but who do not perform their recital will receive a No Credit (NC) grade, will be required to re-enroll and perform their recital in order to change a NC grade to a Credit grade.

MUSIC PROGRAM OFFICE CHECK LIST

- Enrollment Confirmed
- Approved Jury Forms on file
- Programs on File
- Thesis on File
- Grade Recorded

CSUNMUSICrecitalperformancePRODUCTIONFORM

Students may perform their recital only if they have:

- Confirmed the scheduling of their recital date with the Music Production Office.
- Completely filled out the information requested below.
- Met with the production coordinator in Rm116A with this completed and signed form.

Student Name: _____

Date & Time of Recital: _____

Instrument: _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell/Pager Number: _____

Student's Signature: _____ Today's date: _____

On the day before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

Two days before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

Three days before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

**i.e. Between the hours of 10:00am and 10:45am, 1:20pm and 2:10pm, and 8:25pm and 9:30 pm.*

California State University, Northridge
College of Arts, Media, and Communication
CSUNMUSIC **recital** **RECEPTION** **APPLICATION**

RECITAL DATE & TIME: _____

STUDENT NAME: _____

HOME TELEPHONE NUMBER: _____

WORK TELEPHONE NUMBER: _____

CELL/PAGER NUMBER: _____

STUDENT SIGNATURE: _____

TODAY'S DATE: _____

On the day before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

Two days before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

Three days before my recital, I can be reached at:

Home number between the hours of _____ and _____, _____ and _____, _____ and _____.

Work number between the hours of _____ and _____, _____ and _____, _____ and _____.

Cell number between the hours of _____ and _____, _____ and _____, _____ and _____.

**i.e. Between the hours of 10:00am and 10:45am, 1:20pm and 2:10pm, and 8:25pm and 9:30 pm.*

California State University, Northridge
College of Arts, Media, and Communication
CSUNMUSICwind&percussionPROGRAM

STUDENT NAME (FIRST/LAST): _____

DEGREE: Junior Senior Graduate BA BM MA MM

HOME TELEPHONE NUMBER: _____

INSTRUMENT: _____

INSTRUCTOR'S NAME: _____ INSTRUCTOR'S PHONE: _____

INTENDED RECITAL DATE: _____

| Composition Title | PROGRAM Composer's Full Name (birth - death dates) | Exact Length (in min.) |
|----------------------------|--|------------------------|
| EXAMPLE: Sonata, Op. 19 | Paul James Smith (1897 - 1971) | 13' 45" |
| Allegro 4' 30" | | |
| Adagio 4' 00" | | |
| Allegro 5' 30" | | |

If other performers are involved, please list below:

| Name | Instrument |
|------|------------|
| | |

The recital program (repertoire) as listed above is:

- | | |
|---|-------------------------|
| <input type="checkbox"/> Approved <input type="checkbox"/> not approved _____ | Area Coordinator _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> not approved _____ | Jury Panel member _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> not approved _____ | Jury Panel member _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> not approved _____ | Jury Panel member _____ |