THE PURPOSE OF THIS PUBLICATION:

I. 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, and before a recital can be scheduled, students must be enrolled in the appropriate class. Undergraduate students must be enrolled in MUS 495 during the semester in which the recital will be performed. For SPRING semester recitals scheduled in the FALL semester, students MUST visit the PRODUCTION COORDINATOR within the FIRST week of the semester to confirm proof of enrollment, or their recital will be CANCELLED. Graduate students may schedule and perform their recital within 4 semesters (2 academic years) of their initial enrollment in MUS 698.

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

II. THE RECITAL JURY – Effective Spring 2018, a Recital Jury may or may not be required for you to pass in order to give your recital. Your instructor and applied area coordinator will decide whether a faculty review/recital jury will be required. Once this decision has been made, the Recital Approval Form must be turned into the Production Office. This form MUST be signed by both your lesson instructor AND your area coordinator. Incomplete forms will NOT be accepted. This form is to be submitted no later than THREE WEEKS before your recital date. If your instructor and/or area coordinator have not approved of you to give your recital, your recital will be cancelled and/or postponed.

(Rev. 1/18)
III. RECITAL DATES  At the beginning of the semester the Department of Music faculty will submit the names of all of the students who will be performing in the academic year. All of these names will be randomized and students will then be given the date and time, in numeric order according to this randomized list, of their appointment with the Production Coordinator in Room 116A. It is during this meeting that each student will be able to schedule her or his recital for that 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 will not be scheduled after the last day of classes under any circumstances.

IV. 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.

Recitalists are required to meet with the Production Coordinator, Room 116A one day after their juries or on or before three weeks prior to the day of their recitals, whichever comes first. Recitalists are further required to contact the Production office 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. All recitalists are REQUIRED to provide an usher to announce as well as pass out programs. This will NOT be provided by the production staff. **Failure to meet in PERSON with the Production Coordinator for each deadline will result in the cancellation of the recital.**

V. 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. During this time, it is not required for the recitalist to pay a fee. 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. This condition varies case by case.

VI. 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. In order to ensure that all recitalists have equal amounts of time in the hall, recitals exceeding their time limit WILL be cut off.

VII. HARPSCICHORD 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.
VIII. 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 three exceptional grand pianos available for performances. So that all recitalists can be guaranteed a well-tuned piano for their performance, the use of these instruments is limited. Recitalists will be issued the use of one of these instruments for both their rehearsal and performance. The choice of instrument is assigned for each recitalist and is based on considerations which include the type of recital, the type and number of recitals schedules before and after the recital and the availability of the Recital Hall to the piano technician.

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 intonation of the performance pianos, rehearsals cannot be scheduled on Fridays, Saturdays or Sundays during the academic year.

IX. PROGRAMS: Programs MUST:
   * Be 8 1/2" X 5 1/2",
   * State at the top of the front page:
     
     California State University, Northridge
     Mike Curb College of Arts, Media and Communication
     Department of Music
     
     Present:
     * State your name and either your instrument (e.g. "Cello" or "Mezzo Soprano") or area (e.g. "In her Senior Jazz Trumpet Recital" or "Composition Recital").
     * State: In partial fulfillment of the (insert degree level at the end of the statement). For example: In partial fulfillment of the Bachelor of Music degree in Music Education.

Please refer to the sample program available in this handbook or from the Production Office (CY 116A), or use the word document template offered on the CSUN Music website

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.

TWO original programs must be submitted in person to the Production Office at least one week prior to the recital for approval. Programs that do not conform to these requirements will be rejected and the recitalist will not receive course credit for his/her recital performance until acceptable programs are presented.

X. SOUND EQUIPMENT: The procurement, delivery, and operation of any playback or sound reinforcement systems that may be required for Jazz and Composition recitals are the responsibility of the recitalist to plan with the production office ahead of time.
XI. THE RECORDING OF PERFORMANCES: Graduate recitals must be recorded. Junior and Senior recitalists may have their recitals recorded at their and their private instructors' discretion. The recording of these performances is also the responsibility of the recitalist. Personnel entrusted with this task must arrive at least one hour before the recital for setup.

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

XIII. GRADUATE RECITALISTS ONLY:
   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 Advisor and one Xeroxed copy submitted to the Music Department.
XIV. RECEPTIONS: Those who want a reception, MUST make arrangements when scheduling for their recital. Students performing their B.A., B.M., or M.M. recitals who fulfill the following check list may hold a reception in the Music Department Conference Room (CY101) 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 $40.00 for her/his services.
- Deliver the items under You Provide (see below) 1/2 hour before the scheduled time of the recital.

WE provide the following:
- One 12’ X 1-1/2” table
- 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
- Two table clothes
- Light refreshments- Ice for cold beverages, Ice and ice chests for food items that require refrigeration
- All materials your food needs (plates, napkins, forks, etc.)
- If a friend is shopping for you, please provide them with this list

PROHIBITED ITEMS:
- Catered meals (finger foods ONLY)
- Alcoholic beverages
- Confetti for decoration
- Red punch
- Food that spoils easily; such as foods containing eggs, milk, fish, or mayonnaise
XV. SPECIAL CONSIDERATION AND EXCEPTIONS

RECITAL DRESS CODE (NON-JAZZ): Formal Dress is required for all recitalists with the exception of jazz musicians (SEE BELOW)

WINDS & 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 reenroll 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!
XVI. RECITAL SCHEDULING GRID BY DEGREE LEVEL

In order to accommodate as many recitalists as possible, and because of Campus and College of Arts, Media and Communication requirements, specific time slots are provided for all recital performances.

Please note: The maximum performance times include short breaks between each piece or collection of songs and not just the collective performance time of everything being performed in the entire concert.

**JUNIOR** Saturdays and Sundays at 10:30 a.m., 12:30 p.m. or 2:30 p.m. only (50 minutes maximum performance time and NO intermission).

**SENIOR BA** Saturdays and Sundays at 10:30 a.m., 12:30 p.m. or 2:30 p.m. only (50 minutes maximum performance time and NO intermission).

**SENIOR BM** Fridays at 4:30 or 7:30 p.m. or Saturdays and Sundays 4:30 or 7:30 p.m. only (1-1/2 hours of performance including intermission).

**GRADUATE** Fridays at 4:30 or 7:30 p.m. or Saturdays and Sundays 4:30 or 7:30 p.m. only (1-1/2 hours of performance including intermission).

**FRIDAYS:**
- 4:30 pm  BM, MA & MM recitalist only
  - Short set up, long recital (1-1/2 hours including intermission)
- 7:30 pm  BM, MA & MM recitalist only
  - Long set up, long recital (1-1/2 hours including intermission)

**SATURDAYS AND SUNDAYS:**
- 10:30  BA & Junior recitalists: Long set up and short recital (50 minutes maximum performance time and NO intermission).
- 12:30 pm  BA & Junior recitalists: Short set up and short recital (50 minutes maximum performance time and NO intermission).
- 2:30 pm  BA & Junior recitalists: Short set up and short recital (50 minutes maximum performance time and NO intermission).
- 4:30 pm  BM, MA & MM recitalist only: Short set up, long recital (1-1/2 hours including intermission).
- 7:30 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 a.m. slots and between 1 and 1-1/2 hours for the 7:30 p.m. slots (all including stage set up and onstage warm up).
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 _________________________________

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 any day, except the following date(s) - Dates Instructor is unavailable:

- [ ] ___________________________  - [ ] ___________________________
- [ ] ___________________________  - [ ] ___________________________

SPECIAL REQUEST: ____________________________________________________________

INSTRUCTOR'S SIGNATURE (mandatory) ____________________________________________

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
CSUN Music Recital Approval Form

You MUST turn this form into the production office no later than three weeks before your recital

RECITAL/DEGREE LEVEL:
iquement Senior  q Graduate  q BA  q BM  q MA  q MM

This student:

STUDENT’S NAME (first/last):____________________________________________________

INSTRUMENT/VOICE TYPE:_____________________________________________________

☐ is approved to proceed with their recital
☐ is NOT approved to proceed with their recital

LESSON INSTRUCTOR’S NAME:__________________________________________________

SIGNATURE:___________________________________________________________________

DATE:________________________________________________________________________

AREA COORDINATOR’S NAME:__________________________________________________

SIGNATURE:___________________________________________________________________

DATE:________________________________________________________________________

☐ is approved to proceed with their recital
☐ is NOT approved to proceed with their recital

Special considerations:

☐ Piano Concerto requirement completed and the following grade awarded:__________
☐ We recommend the following grade for the graduate student:____________________
Student Name (First/Last):________________________________________________

Degree: □ Junior □ Senior □ Graduate □ BA □ BM □ MA □ MM

Telephone Number:________________________________________________________

Instrument:______________________________________________________________

Instructor’s Name:_________________________________________Instructor’s Phone:____________________________

Intended Recital Date:____________________________________________________

### PROGRAM

<table>
<thead>
<tr>
<th>Composition Title</th>
<th>Composer’s Full Name (birth-death dates)</th>
<th>Exact Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonata, Op. 19</td>
<td>Paul James Smith (1897-1971)</td>
<td>13'45”</td>
</tr>
<tr>
<td>Allegro</td>
<td></td>
<td>4'30”</td>
</tr>
<tr>
<td>Adagio</td>
<td></td>
<td>4'00”</td>
</tr>
<tr>
<td>Allegro</td>
<td></td>
<td>5'30”</td>
</tr>
</tbody>
</table>

The recital program (repertoire) as listed above is:

□ Approved □ Not Approved______________________Area Coordinator

□ Approved □ Not Approved______________________Jury Panel Member

□ Approved □ Not Approved______________________Jury Panel Member

□ Approved □ Not Approved______________________Jury Panel Member
CSUN Music Recital Performance Production Form

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 CY116A with this completed and signed form

Student Name:_____________________________________________

Date & Time of Recital:_________________________________________

Instrument:__________________________________________________

Home Phone Number:___________________________________________

Work Telephone Number:_________________________________________

Cell Phone Number:____________________________________________

Student Signature:_____________________________________________ Today’s date:________________

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____.

One day before of 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____.

On the day of 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.
Student Name:______________________________________________________________

Date & Time of Recital:_______________________________________________________

Instrument:_______________________________________________________________

Home Phone Number:_________________________________________________________

Work Telephone Number:______________________________________________________

Cell Phone Number:__________________________________________________________

Student Signature:______________________________Today’s date:_________________

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_____.

One day before of 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_____.

On the day of 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 10:00 am and 10:45 am, 1:20 pm and 2:10 pm, and 8:25 pm and 9:30 pm.*
California State University, Northridge
Mike Curb College of Arts, Media, and Communication
Department of Music

**present**

Student Name, instrument

in her/his (Senior/Junior/Master of Music) Recital*

A student of (teacher’s name)

Sunday, May 3, 2009, 7:30 PM

Music Recital Hall

*In partial fulfillment of the (degree type) in area of study
(i.e. In partial fulfillment of the Bachelor of Music degree
in Double Bass Performance)
PROGRAM

Six Variations on an Original Theme in F Major, Op. 34.............................................Ludwig van Beethoven (1770 - 1827)

Sonata in A Minor, D 845........................................................................................................Franz Schubert (1797 - 1828)

Moderato
Andante, poco mosso
Scherzo: Allegro vivace
Rondo: Allegro vivace

- INTERMISSION -

Concerto Op. 11 No. 1 in e Minor..........................................................................................F. Chopin (1810 – 1849)

Four Fairy Tales, Op. 26 ........................................................................................................Nicholas Medtner (1880 - 1951)

No. 1 in E-Flat Major
No. 2 in E-Flat Major
No. 3 in F Minor
No. 4 in F-Sharp Minor

Étude in F-Sharp Minor, Op. 8, No. 2..................................................................................Alexander Scriabin

Étude in B Major, Op. 8, No. 4

Étude in C-Sharp Minor, Op. 42, No. 5

Sonata No. 4 in F-Sharp Major, Op. 30