

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 the information necessary to have a successful recital. Please read all the below information carefully and see the Production Coordinator if you have and any questions or concerns.

- II. THE RECITAL HEARING/JURY – Some areas in the department will require a recital jury/hearing to take place three weeks or more before the recital date to ensure that the student is ready to perform. It is up to the faculty to inform the students if a hearing/jury is required. If a student is unsure if a hearing/jury is required, they should consult with their private lesson instructor.

If a hearing is required, it is the responsibility of the student to reserve location (classroom) for where the hearing will take place. The Shigemi Matsumoto Recital will not be available for use as a hearing location.

III. **RECITAL DATES** All music department students will be sent an informational email towards the end of May regarding recitals for the upcoming academic year. In that email, there will be a link to a Google Form to be submitted. The due date for submitting this form will be determined by the Production Coordinator. After the deadline has passed for the form submittal, the Production Coordinator will compile email lists based on the following criteria: MM, BM/BA Sr., and BM Jr. The Production Coordinator will then email each group a link to an online appointment scheduler. It will be the recitalists responsibility to choose an appointment. At your appointment time, your recital date will be scheduled. Appointments will be offered both in-person and over Zoom. **Failure to submit the Google Form will result in no email notification of the appointment link.**

Students must meet with their lesson instructor prior to their recital date appointment in order to confirm any dates in which their instructor cannot attend a recital.

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.

If all production information has been entered on the Recital Information Google Form, then the recitalist does not need to meet in person to discuss any production related information. If you are Media Composition, Composition, or have a large set up required for your recital, please attach stage plots to the Google form or submit in person to the Production Office (CY-116A).

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.

Important note regarding concert production managers. Production personnel need to be treated in a respectful and professional manner. Failure to do so will result in cancellation of your recital.

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. **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. It should be noted that the department harpsichord is not in the greatest shape and that a clavichord (which has harpsichord sounds) is available for use.
- VIII. **REHEARSALS:** Each senior and graduate recitalist may reserve up to 1-1/2 hours of rehearsal time in the Shigemi Matsumoto Recital Hall prior to their recital. Rehearsal time is scheduled through the Production Coordinator in CY116A.

For recitals taking place in Nordhoff Hall 107, rehearsal time will be scheduled through the Program Coordinator in CY116B.

Your instructor is encouraged to be at your dress rehearsal. Dress rehearsals **MUST** take place Monday-Thursday, 8:00am-5:00pm. In order to keep the pianos tuned effectively, no rehearsals may take place on Friday, Saturday, or Sunday.

The Shigemi Matsumoto 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 scheduled before and after the recital and the availability of the Shigemi Matsumoto Recital Hall to the piano technician.

- IX. **RECITAL POSTERS:** Recital posters are an excellent way to announce your recital. Recital posters may **NOT** be posted until you have submitted your Recital Approval Form to the Production Coordinator.

Posters can only be posted on practice room doors and general bulletin boards. Do not post posters or flyers on classroom doors, hallway walls, main entrance door glass windows, or faculty office doors.. Check with your instructor/area coordinator for permission to post your flyer on their office door.

X. 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 program template on Music Department website. **Please note: the template format on the website is required for ALL recital programs.**

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.

ONE original program must be submitted in person (or via email) 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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. Due to scheduling space, receptions for Junior Recitals will be considered on a case by case basis

-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 **\$60.00** for her/his services.

-Deliver the items under *You Provide* (see below) no later than 1/2 hour before the scheduled time of the recital

- Failure to submit Reception Application in the required time, will result in a **\$20 late fee** or no reception.

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

XVI. 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!

XVII. 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 10:30a.m., 12:30p.m. or 2:30p.m. only (50 minutes maximum performance time and NO intermission).

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

SENIOR BM Monday-Friday 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 Monday-Friday 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).

MONDAY-FRIDAY:

4:30 pm BM & MM recitalist only

Long set up, long recital (1-1/2 hours including intermission)

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

7:30 pm BM & 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).