



MUSIC

University of St. Thomas

Recital Scheduling Handbook

Recital Guidelines

A **Level I Recital** requires a minimum of fifteen minutes of music. It is adjudicated by two music faculty, one of whom is the studio instructor. The other adjudicator should be a full-time faculty member whenever possible. For **music minors** who are required to perform a recital during their fourth semester of performance studies, the Level I recital is considered their Final Recital, thus the requirements for a hearing will apply. A hearing is scheduled at the time of juries the semester prior to the Level I Recital. A jury grade of “B” or higher must be attained. The recital selections must be presented in the format intended for the actual recital. (*In order to accommodate assisting musicians, the order of the program may be different for the hearing than the recital.*) For a final recital, the music presented at the hearing, and only that music, must be presented at the public recital. If the program is approved by the hearing committee, the public recital may be given as planned. There are no adjudicators needed for the final recital itself.

A **Level II Recital** requires a minimum of twenty-five minutes of music. It is adjudicated by two music faculty, one of whom is the studio instructor. The other adjudicator should be a full-time faculty member whenever possible. Students must pass the piano proficiency exam before performing their level II recital. If a Level II recital is a Final Recital, for example in the Liturgical Music, Music Education, and Music Business tracks, a hearing of no less than one month before the planned recital date is required and is heard by three music faculty. One of the adjudicators is the studio instructor; the second must be the full-time faculty member who heads the student’s particular performance area (or another instructor from the same performance area if the instructor is the head of this area); the third should be a full-time faculty member from a different area. The recital selections must be presented in the format intended for the actual recital. (*In order to accommodate assisting musicians, the order of the program may be different for the hearing than the recital.*) For a final recital, the music presented at the hearing, and only that music, must be presented at the public recital. If the program is approved by the hearing committee, the public recital may be given as planned. There are no adjudicators needed for the final recital itself.

A **Level III Recital**. A Final Recital presents only one student (*with assisting musicians if appropriate*). A minimum of forty-five minutes of music is required. A hearing of no less than one month before the planned recital date is required and is heard by three music faculty. One of the adjudicators is the studio instructor; the second must be the full-time faculty member who heads the student’s particular performance area (or another instructor from the same performance area if the instructor is the head of this area); the third should be a full-time faculty member from a different area. The recital selections must be presented in the format intended for the actual recital. (*In order to accommodate assisting musicians, the order of the program may be different for the hearing than the recital.*) For a final recital, the music presented at the hearing, and only that music, must be presented at the public recital. If the program is approved by the hearing committee, the public recital may be given as planned.

Although photocopies present an easy format particularly for accompanist, they are an infringement of copyright. If photocopies are used in a jury or recital presentation, actual printed copies of the music must be in evidence. If not, the jury or recital will be null and void.

- ❖ It is encouraged that **Level I** and **Level II** recitals be shared by two or more students.
- ❖ If this is a **Final Recital**, a hearing must be schedule a minimum of 30 days in advance of the performance. Your recital space must be reserved for the hearing.

Registration

The music office registers you for your recital after receiving your Student Recital Petition Form. Grades are given at the end of the semester.

Recital Scheduling

- 1. Discuss recital plans with your teacher and assisting musicians *before* reserving a time for your recital**
 - What date would work well for your teacher and adjudicators?
 - What date would work well for your assisting musicians?
- 2. Find available time**

*****Please note that recitals must be booked at least 6 weeks in advance.*****

 - Check the availability of BEC 120 by visiting the UST Events Calendar.
 - Click on the *News, Events & Directories* tab at the top of the UST homepage.
 - Click on *View All Events for Today* under the *Events* heading.
 - Click on *Request an Event* in the upper left corner of the screen.
 - BEC 120 is the first location listed on the page. Use the calendar function on the upper right side of the screen to view the availability of your preferred recital date. Unavailable times are blocked off in green and black.
 - Please note: **You will only be using the schedule to view the availability of BEC 120; do not submit an event reservation request.**
- 3. Submit recital petition and stage needs form (attached)**
 - Bring your completed Student Recital Petition form to the program coordinator in BEC 09. The form will not be accepted unless it contains all necessary signatures. Upon receiving your petition, the Music Department will submit a request to reserve BEC 120 on your preferred date.
 - The number of signatures required on your Student Recital Petition will depend the level of your recital. Please pay close attention to the rules listed below and choose your adjudicators appropriately. Fulltime faculty should serve as adjudicators whenever possible.

	Level I	Level I (Minor)	Level II	Level II (Final)	Level III (Final)
Minimum Length	15 minutes	15 minutes	25 minutes	25 minutes	45 minutes
# of Signatures	2	2	2	3	3
Studio Instructor	X	X	X	X	X
Performance Area Faculty	X	X	X	X	X
Outside Area Faculty				X	X

- 4. Receive confirmation via email**
 - The Music Department will send you a confirmation email indicating your reservation request number, date, and time. Please share this information with your instructor, adjudicators, guest musicians, etc.
- 5. Submit your program information**
 - Program information is due three weeks before your recital date. Please see instructions below.
- 6. Finalize your stage needs**
 - Your student stage crew manager will be in touch two weeks before your recital to finalize set-up needs.

Program Information

- Have your instructor edit your prepared program. The program must include the composers' names, composition titles, the movements you will perform, the translations (if applicable) and the years each composer was born and died. List the compositions in the order in which you will play them. You also need to include the names of all performers and their instruments, the day, date, time, place of your recital, your degree objective, and your studio instructor's name.
- Email your program information, in an MSWord document using Times New Roman and size 12 font, to the Music Department at least **three weeks** prior to the recital date. Program information should be left formatted and 100% accurate (without errors). If special language characters are required, it is suggested that a printed copy be submitted to the music office in person (BEC 09) and in addition to the emailed version. These details can be lost when transferring information from one computer to another.
- A printed copy of the program will be given **to your instructor** for any final changes or corrections. The corrected copy is due back to the music office **one week** prior to the recital. The printed programs are given to the stage management team to distribute at your recital.

If your program information is not received by the deadline or is not submitted in the appropriate format, your program will not be printed. This will result in a grade of "Incomplete" on your transcript.

Access to Recital Hall

If you find the recital hall locked please contact Public Safety and Security at 2-5100.

Recital Attire

Dress for a recital should be fairly formal. In choosing your attire, always be aware of how the audience will see you as you are standing or sitting on stage. Exceptions are appropriate for needs of particular instruments such as cello or guitar.

Grading Forms

Once your program is returned from the printer your grading (adjudicator) forms will be delivered to your studio instructor's Music Department mailbox. If your committee members have not received their grading form by the day of the recital, direct them to the music office. It is the responsibility of the faculty members to return completed grading forms to the music office (BEC 09). You will be given an incomplete if all faculty listed on your Student Recital Petition do not submit their individual grading forms before the end of the term.

Cancellation/Rescheduling Procedures

To avoid last-minute cancellations, a cancellation fee will be assessed should you cancel your recital. You must inform the following of your recital cancellation: Studio Instructor, Music Office, Adjudication Committee Members, Assisting Musicians

- If cancellation occurs **28-8 days prior** to the scheduled recital, a **\$50 fee** will be charged to your student account.
- If cancellation occurs **7 days or fewer prior** to the scheduled recital, a **\$100 fee** will be charged to your student account.
- If your recital is cancelled more than 28 days in advance, no cancellation fee will be assessed.

The **ONLY** exception to the cancellation fee is a valid medical or family emergency; therefore, **please plan your recital very carefully.**

STAGE CREW REQUEST FORM

NAME :

INSTRUMENT(s)/VOICE(s):

PHONE:

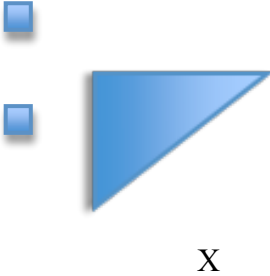
EMAIL:

DATE OF CONCERT:

TIME OF CONCERT:

PLEASE DIAGRAM A SCHEMATIC OF EACH STAGE SETTING THAT YOU WILL REQUIRE USING THE FOLLOWING KEY:

(piano: ▽ chairs: □ stands: x shells: ∩)

 <p>Title: EXAMPLE</p>	<p>Title: _____</p>
<p>Title: _____</p>	<p>Title: _____</p>

Title: _____	Title: _____
Title: _____	Title: _____

UPPER STAGE/LOWER STAGE:

RECORD THE CONCERT:

TUNE PIANO:

SPECIAL LIGHTING NEEDS:

OTHER SUGGESTIONS:

Department of Music Student Recital Petition

Name: _____

UST ID: _____

Email: _____

Phone: _____

Major: _____

Minor: _____

Instrument: _____

Studio Instructor: _____

Type of Recital (Please Check One):

- _____ Level I
- _____ Level I (Music Minor)
- _____ Level II
- _____ Level II (Final)
- _____ Level III (Final)

Piano Exam:

- _____ Passed
- _____ Not Passed
- _____ Not Applicable (Music Minor)

Requested Recital Date:

Date: _____ Time: _____

*Reservation Request Number: _____
*To be filled in by Music Office

Requested Hearing Date (If Applicable):

Date: _____ Time: _____

*Reservation Request Number: _____
*To be filled in by Music Office

Is this a Shared Recital?

- _____ Yes, with _____

- _____ No

Guest Musicians:

Accompanist: _____

Adjudicators Names and Signatures:

A minimum of two signatures is required for Level I, Level I (Minor), and Level II recitals; three signatures for Level II (Final) and Level III (Final) recitals. The studio instructor must serve as the chair of the adjudication committee.

Note to Faculty: By signing below, you agree to serve as an adjudicator for this recital.

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Student Signature:

By signing below, I acknowledge that I have received a Recital Scheduling Packet and understand that I am responsible for all contents of the packet including fees, timelines, and signature guidelines:

Signature: _____

Date: _____

RECITAL GRADE FORM

Fall or Spring (please circle) Year: _____

Student Name _____	Level (circle one) I II III
Instrument _____	Instructor _____
Date of Hearing _____	Date of Recital _____
Place of Hearing _____	Place of Recital _____
Time of Hearing _____	Time of Recital _____
Committee _____	Assisting Artists _____
_____	_____
_____	_____

Program:

Approved

Not Approved

Department Chair Signature

Date

RECITAL COMMENT FORM

Fall or Spring (please circle) Year: _____

Student Name _____

Instrument _____ Instructor _____

Accompanist _____

Year (circle one) Fr So Jr Sr Grad Minor Level (circle one) I II III

Adjudicator's Comments

Adjudicator's Signature

Date