

Degree Recital Booking Procedures

As of August 1, 2017

Students are responsible for working with their studio instructor to schedule the performing venue(s) for their hearing, dress rehearsal, and recital with the Music Department Recital Coordinators (Joungmin Sur- sjmin@csufresno.edu and Drew Quiring- dquiring@csufresno.edu). The deadline to schedule for each semester is by the end of the first week of instruction.

Secure Dates:

- Ask your studio faculty instructor to contact a Staff Recital Coordinator via email: Drew Quiring for Strings & Voice or Joungmin Sur for Brass, Woodwinds & Percussion. Everyone planning a recital must coordinate through the Staff Recital Committee including Composition, Guitar & Conducting.
- Coordinate completion of forms with studio instructor. Student must submit **Degree Recital Facility Reservation, Technical Specification**, and the **Music 198 or 298** online forms. They require full completion & signatures for final enrollment for course credit. All forms are due to the Music Office along with the non-refundable \$130 technical assistance recital fee no later than 2 weeks after the Degree Recital meeting. Forms located at Department website *Forms & Links*.

No date is secure unless all steps above have been completed.

NOTE: Changes to the recital time/date will **not** be allowed. If extenuating circumstances occur, the Recital Committee, Accompanist and Department Chair **MUST** approve the changes. Extenuating circumstances will require substantiation.

Recital Committee:

Students, with the approval of the studio teacher, will be responsible for creating recital committees. These committees must have two faculty members, one of whom is the studio teacher.

Pre-Recital Hearing:

Students must present a pre-recital hearing of their entire recital program (**with all accompanying personnel that will be performing at the actual recital**) no later than 4 weeks in advance of the recital date. The entire recital program, typewritten and accurate timings of each composition to be performed must be submitted to the recital committee at the pre-recital hearing for approval. If applicable, text & translations and/or program notes must be submitted along with the program for the committee's approval. If not submitted at the time of the pre-recital hearing, the student may be at risk for failing at this step. Failure to pass the pre-recital hearing will disqualify the student from presenting the recital on the arranged date. **PLEASE NOTE: Hearings are scheduled during normal school hours, 8:00 am - 5:00 pm, Monday-Friday.**

Dress Rehearsal:

The dress rehearsal will be scheduled during school hours within a few days prior to your Recital date.

The Performance:

Students in the *Performance Options* will perform a complete recital (45 - 55 minutes of music maximum on the declared performing medium with **one 5-minute** intermission). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano, and guitar students must perform the entire recital (100%) from memory, except by advisement of the student's teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in the **Composition Option** will present a complete recital (45 - 55 minutes of music maximum duration with **one 5-minute** intermission) of their own original works. The specific format of the recital is flexible, and will be determined by the student in consultation with the studio instructor. The recital may include not only compositions for more traditional instrumental/vocal combinations, but also works for electronic or computer-generated sound, live instruments with electronics, or various other multimedia configurations.

Students in the **Music Education Option** will perform half of a recital (23 - 30 minutes of music maximum on the declared performing medium with no intermission). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano and guitar students must perform the entire recital (100%) from memory, except by advisement of the studio teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in **Music as a Liberal Art Option** may include performance as a major component of the senior project, upon approval of their studio instructor. If performance is a major component of the senior project, MLA students must meet the same standards for recital approval as performance or music education students (see above); these include, minimally, passing of Jury II.

Reception:

You must schedule and pay the nonrefundable \$50 fee at the time of completion of required Degree Recital Facility Reservation and Technical Specification forms, within 15 days after Department Recital Meeting. Completion and submission of the "University Food Service Form" is required. The Music Department Office will provide tables upon request. Following the reception make sure all garbage is deposited in dumpsters located behind the music building. Serving of alcohol is prohibited and will not be permitted under any circumstance.

Program Notes:

Senior recitals may include program notes. These notes will include brief information to engage the listener in the performance of the assigned works.

The Music Department will help students arrange the following:

- Scheduling facility use (for hearing, one dress rehearsal, and the performance)
- For undergraduates, the hearing needs to be a minimum of 4-weeks before recital. *
- Dress rehearsals will be scheduled during school hours
- Technical Assistance and Recording: (House Manager, Recording Technician for performance)
NOTE: A \$125 fee is assessed at time of booking (non-refundable)
- One piano and tuning for performance only - *All other instruments and tunings are the candidate's responsibility*

**Composition students must consult with Dr. Froelich regarding hearing specifics.*

Student Responsibilities:

Required:

- If the recital, hearing and dress rehearsal have not been scheduled and fee paid by end of the third week of classes, students will not be enrolled.
- You are responsible for enrolling in Music 198 or Music 298. Your class number and permission number will be sent by email once all the forms and fees have been paid for enrollment.
- Secure an accompanist - Whether using the staff accompanist or non-staff accompanist (*with studio instructor's approval*), students must contact the staff accompanist and are responsible for all charges incurred for the use of a non-staff accompanist.
- Secure a recital committee in consultation with studio instructor.

- Each degree recital candidate is customarily entitled to a maximum of five to nine rehearsals including dress rehearsal with staff accompanist, depending on recital length and needs. Exceptions require approval of both the accompanist and studio instructor. The only rehearsal that can be scheduled in the performance facility is the dress rehearsal. Exceptions required Department approval.
- Flyers posting must be proofed by studio faculty and delivered to the department office two weeks prior to performance. Posters may not be larger than **8 ½” X 14”** with a maximum of 10 for department posting. Posters should include your name, instrument, date, time, location, accompanist name, other musicians if applicable, music selections from composers.
- Production of programs (using standardized formatting) and vocal translations (vocal majors) are the responsibility of the student. If applicable, foreign language text and translations and/or program notes (must be submitted at the pre-recital hearing)
- Programs must be proofed and approved by studio instructor. Students are responsible for duplication. Programs (ready for distribution) must be submitted to the house manager 60-minutes prior to performance.
- Ensure that the performance space is left clean after each use.
- All committee members must attend hearing and recital.
- Optional: Send info and photo to Sindi McGuire (smcguire@csufresno.edu) for lobby screen announcements at least three weeks before the recital.

Optional:

- Invitations
- Stage work (if needed, students are responsible for arranging this)
- Reception (the Music Department Office will provide tables upon request). No food or drink allowed in facility unless a University Food Waiver form is submitted at least 4-weeks in advance. Refer to Facility Reservation form. Following the reception, arrange for deposit of all garbage in the dumpsters located behind the music building.

Prohibited:

- Serving of alcohol, is prohibited and will not permitted under any circumstances.

Check List - *Please read all the Booking Procedures, this is just a brief summary*

- Completed Jury I
- Passed Piano Proficiency
- Completed Jury II
- Contact Accompanist
- Secure your Recital Committee
- Complete Degree Recital Form with required signatures (for office)
- Complete Tech Form (for Jose)
- Complete Music 198 or Music 298 Form with required signatures (for office)
- Recital Fees Paid
- Passed Hearing
- Passed Conducting Proficiency
- Submit flyer or poster for posting (no earlier than 2 weeks prior to recital), 10 maximum
- Make programs for recital
- Stay focused, practice hard, and have an enjoyable recital

PROGRAM COVER

(Example)

California State University, Fresno
College of Arts and Humanities
Department of Music
Presents

Student's Name

In partial fulfillment of the B.A degree in Music
List option here

Accompanied by
Name(s), instrument(s)

Day of week, month, day, year
Time Performing Venue

PROGRAM INSIDE
(Example)

Title of work
List movements here, if appropriate

Composer (dates)
timing

Intermission (if applicable)

Title of work
List movements here, if appropriate

Composer (dates)
timing

Program Approval:

Faculty Signature

Faculty Signature

Poster Example

California State University, Fresno
College of Arts and Humanities
Department of Music
presents

Senior Recital by
Your Full Name

In Partial Fulfillment of his/her B.A. in Music Performance, Voice
Music Education, Composition, Jazz Performance, Saxophone

Accompanied by:
Joungmin Sur, Drew Quiring or your accompanist name

Featuring: Mary Sue Myer, John L Cool, and Buddy Rich

Music Selections from Composers:
Bach, Puccini, Hindemith...

Thursday, November 15, 2017 - 6:30 PM
Concert Hall or Wahlberg Recital Hall
California State University, Fresno