

Music Department Recital Handbook 2016-2017

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❖ GENERAL POLICIES & PROCEDURES

The following policies and procedures governing the scheduling of Junior and Senior recitals become effective December 1, 2016.

The Cornish Music Department requires all undergraduate music students to present both a Junior and a Senior recital in partial fulfillment of the Bachelor of Music (BMus) degree. Current undergraduate music students are expected to enroll in and successfully complete MU 390 (Junior Recital) and MU 490 (Senior Recital) when they become eligible to present their recitals. Each course carries 1 credit; students will be evaluated on a Pass/Fail basis.

Each student is ultimately responsible for all aspects of their recital. Nothing happens automatically, so students are encouraged to plan ahead. (See Appendix B for a Student Recital Checklist.)

JUNIOR RECITAL REQUIREMENTS

To be eligible to present a Junior Recital, a student must have already completed Theory IV (MU 212 or 214), be in good academic and departmental standing, and register for MU 391 (Individual Instruction) and MU 390 (Junior Recital) concurrently.

Junior recitals must be shared by two students and evaluated by a minimum of three faculty members. Whenever possible, the same evaluators should review both Junior recitalists sharing the same program.

If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital.

Junior Instrumental and Vocal Performance students are expected to present a recital of at least 30 minutes in length (not counting time between movements and song selections).

Junior Composition and Composer/Performer students should expect to present 20-30 minutes of original music. Three composers may share a program, but each program cannot exceed 25 minutes in length and must have similar stage set-ups.

SENIOR RECITAL REQUIREMENTS

To be eligible to present a Senior Recital, a student must be on track to graduate within one year, be in good academic and departmental standing, and enroll in MU 491 (Individual Instruction) and MU 490 (Senior Recital) concurrently.

Senior recitals must be evaluated by a minimum of three faculty members, of which one must be the student's primary instructor and the other two mutually agreed upon by the student, their private instructor, and the Music Department Chair.

If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital.

Senior Instrumental or Vocal Performance students should expect to present a recital of at least 60 minutes in length (not counting time between movements and compositions). This allows for multiple program formats; for example, one longer set without intermission, or two sets with intermission.

Senior Jazz students (both Instrumental and Vocal) are expected to perform two 40-minute sets.

Senior Composition and Composer/Performer students should expect to present approximately 45 minutes of original music. Music presented by a student at their Junior Recital may not be repeated on their Senior Recital.

PREVIEWS

If a student has not met the above eligibility requirements, he or she may petition the Music Department Chair to present a recital. A petitioning student may be required to present a recital preview six weeks prior to their recital date for a panel of faculty members. The faculty will determine if the student is adequately prepared to present their recital; if not, a student's recital may be postponed. Students will be notified if required to present a recital preview. Students should expect to perform a selection of pieces from their program with an accompanist at the preview; a full band is not required.

❖ BOOKING PROCEDURES

The Music Department announces available dates at a student recital meeting each semester (recitals are generally presented at 8:00 pm, on pre-selected dates between Tuesday and Sunday). Students with extenuating circumstances may request a specific recital date from the Department Administrator prior to the recital meeting. All other recital dates will be determined at the recital meeting; if a student is not present, a date will be chosen for them.

Following the recital meeting, the Music Department Administrator enters all recital dates on the PONCHO Concert Hall Master Calendar. It is then the responsibility of the student to ensure that their instructor is available on their chosen recital date, and complete the Student Recital Approval Form, obtaining the signatures of the student's instructor and proposed faculty evaluators.

If PONCHO Concert Hall is the intended venue, the student is required to complete a PONCHO Concert Hall Space Reservation Form and arrange a meeting with the PONCHO Facilities Manager (Frank Phillips) at least two weeks before their scheduled recital.

Both the Recital Approval form and the PONCHO Space Reservation Form should be submitted to the Music Department Administrator at least four weeks prior to the recital.

BOOKING POLICY

Junior recitals must take place in PONCHO Concert Hall. Requests to hold Junior Recitals in other locations must be made and approved through the Music Department Chair at the time of booking.

Students wishing to present their Senior Recital at an off-campus location must comply with the following requirements:

1. Venue must be an “all-ages” venue
2. Recital must be FREE and open to the public
3. Recital must be scheduled to occur during the academic calendar year
4. A signed recital approval form is required for all off-campus recitals

The Music Department can provide the following equipment for recitals in PONCHO Concert Hall: music stands, one or more pianos, and/or a harpsichord. Other equipment must be requested, but cannot be guaranteed. All equipment needs must be specified at the time the recital is booked (i.e., four weeks prior to the recital). If this is not done, neither the Music Department nor the PONCHO Facilities Manager can guarantee that the proper equipment will be available for the recital.

ACCOMPANISTS

It is the student’s responsibility to secure and schedule rehearsal times with suitable recital accompanists. Rates are variable and are set by individual accompanists. Any fees associated with accompanists are the responsibility of the student.

RECEPTIONS

The College limits receptions to Room 114 (when available). Any tables beyond those already existing in Room 114 must be requested in advance at the Music Department office. It is the student’s responsibility to provide all refreshments and serving utensils (punch bowls, paper products, etc). The reception and recital must be scheduled at the same time. The student is responsible for ensuring that both Room 114 and PONCHO Concert Hall are reserved for the event. Availability of Room 114 is not guaranteed. The student is also responsible for cleaning Room 114 after the event. Please remember that alcohol is prohibited on the Cornish College of the Arts campus.

CANCELLATION POLICY & FEES

If a student decides they are not ready to present their recital on the date originally planned, they have the option of taking an Incomplete grade and presenting their recital the next semester. This option must be approved by their private instructor and the Music Department Chair. The student must submit an Incomplete Grade Contract to the Registrar and work with the PONCHO Facilities

Manager and the Music Department Administrator to find an appropriate make-up date. Delayed recitals **must** be completed by the 8th week of the following semester.

Students that pursue this option are obligated to pay a Cancellation Fee to cover the cost of the Sound Engineer and the Work/Study crew. The following rates are using the base fee of \$300 for a Senior Recital, and \$200 for a Junior Recital.

Cancel 90+ days in advance: 50% of base fee (\$150 Senior, \$100 Junior)

Cancel 31-90 days in advance: 75% of base fee (\$225 Senior, \$150 Junior)

Cancel 0-30 days in advance: 100% of base fee (\$300 Senior, \$200 Junior)

❖ TECHNICAL POLICIES

RECORDING POLICIES

The Music Department's Technical Director will assist each student in arranging a sound engineer to provide both the necessary live sound reinforcement and a live recording of your recital.

All student recitals in PONCHO Concert Hall will be recorded directly to a multi-tracked Avid ProTools session; the digital files will be made available to the student via the College's Soundcloud account should a student wish to remix the recording. A list of recommended local mixers can be provided upon request.

Students wishing to present their recital at a venue other than PONCHO Concert Hall should meet with the Technical Director well in advance of the scheduled recital date to make arrangements for their recital to be recorded.

Students wishing to video record their recital in PONCHO Concert Hall **MUST** make prior arrangements with the Music Department Technical Director and do so at their own expense.

STAGE CREW RESPONSIBILITIES

The PONCHO Facilities Manager will provide stage-crew members for all student recitals. The PONCHO stage crew will prepare the performance hall prior to the recital and set the stage with all equipment as per previously discussed with the PONCHO Facilities Manager.

LIGHTING

Lighting needs must be discussed with the Facilities Manager at least two weeks before the recital.

PIANO TUNING

The Steinway Model B, is available for all student recitals and is tuned regularly during the semester. Any other piano(s) must be requested by the student in advance at the meeting with their private instructor and the Music Department Chair. The Steinway Model D piano is reserved for piano recitals only.

❖ REHEARSAL & SOUND CHECK

A dress rehearsal and/or additional rehearsals in PONCHO Concert Hall are available on a case-by-case basis and must be reserved directly through the PONCHO Facilities Manager (Frank Phillips). The Facilities Manager, the Technical Director (Alek Edmonds) and their respective crews have the right to supercede practice or rehearsal time in the hall in the event of an emergency, even if the time had been scheduled previously. We are unable to guarantee dress rehearsals in PONCHO Concert Hall due to the limited number of hours the hall is available.

Students are encouraged to request rehearsal time well in advance of their recital date. Dress Rehearsals are separate and distinct from a sound check, and should not occur on the day of your recital. Rehearsal set-up and breakdown is the responsibility of the student. Performance lighting is NOT available for rehearsals.

A sound check will occur at 6:00pm on the night of the recital. The sound check will be overseen and staffed by a sound engineer provided by the Music Department. A sound check is designed to determine appropriate sound levels and remedy small technical issues; it is NOT a rehearsal.

❖ PUBLICITY

The College's website calendar (www.cornish.edu/events) lists all student recitals. This site is updated weekly as changes warrant. Additionally, all recitals will be included in the weekly Performance Announcement email sent by the Music Department Administrator.

All students are encouraged to explore other outlets to publicize their recital. Look into listing your recital on online calendars like Live Music Project, Second Inversion, The Stranger, etc. Facebook is usually an effective tool, but think outside the box and outside of Cornish and your circle of friends.

POSTERS

The Music Department has made arrangements to hire one or more design students each semester to design student recital posters. Music students who elect to take advantage of this service will receive 20 color recital posters to use as they wish. This service is provided to music students at no additional cost.

Students also have the option to design and print their own posters for their recital. Students who elect this option do so at their own expense.

Students must submit an electronic copy of their poster to the Music office at least two weeks prior to their recital for approval, use in the Performance Announcement newsletter, and for archival purposes.

Each recital poster can be unique, but at a minimum the following information must appear:

1. Title of recital, your name, your major/instrument
2. Day, date, time

3. Location of Recital (PONCHO Concert Hall), Cornish College of the Arts

PROGRAMS

Students must design and print their own programs for their recital. Students must submit two copies of the program to the Music Department office for our archives. It is strongly recommended that the student's primary private instructor proofread and sign off on all recital material prior to duplication.

Each recital program can be unique, but the following information is suggested:

1. Title of recital, your name, your major/instrument
2. Day, date (including the year), time
3. Location of Recital (PONCHO Concert Hall), Cornish College of the Arts
4. Title and composer of each piece, listed in concert order
5. Names and bios of musicians
6. Program notes
7. Text, translations, and/or lyrics
8. Composers' biographies
9. Personal biography or artist's statement
10. Acknowledgements
11. Statement "Presented in partial fulfillment of the requirements for the Bachelor of Music degree" at Cornish College of the Arts

Recitalists may also wish to have a Cornish design student design their program at their own expense.

❖ EXPECTATIONS

We trust and expect all students presenting a recital to be professional, respectful, and responsible.

Treat this as an outside performance in a space that is not your own. Don't bring food or drink into PONCHO. Clean up after yourself, during rehearsals and the recital. Choose polished and professional recital attire that reflects your musical style, program, and personality. Be gracious to the audience. Thank those who have supported you, both personally and professionally, through this endeavor.

❖ CONTACT INFORMATION

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APPENDIX A: Recital Planning With Your Individual Instructor

Your individual instructor acts as a guide throughout the recital planning process. Take advantage of the experience and professionalism of this person as you develop all of the aspects of your performance. Use the following questions to help guide you through process of planning your recital. These questions are meant to help you organize your thinking about presenting in general, and specifically to encourage you to examine the choices you will be making as you develop your recitals.

What do you hope to accomplish with your recital?

Why are you choosing the repertory you are considering?

Is there a theme or overall concept to the recital?

What do you want your audience to experience?

Are you trying to focus on a particular aspect of your studies here at Cornish, or show the range of your musical interests?

What is your reasoning for the sequence of the individual pieces of the concert? Two different sets of considerations apply here: artistic and logistical. Ask yourself what sequence would work artistically, (e.g., contrasting styles, a logical build to a climax, series of variations on mood and energy, etc.). Then ask yourself what would work logistically, (e.g., no long pauses between pieces while the stage is constantly reconfigured and equipment moved around). Both considerations are important.

Have you communicated clearly to your musicians the intent of each piece that they will be playing?

What do you want your audience to know about you and your music, and how will you let them know (e.g., program notes, introductions, etc.)?

Will you talk from the stage? If so, what will you communicate?

Do you need to include dedications or acknowledgements in your program? What other written information do you want to include? Be sure to ask the Music Department Administrator to review your program and poster materials in advance.

APPENDIX B: Student Recital Checklist

SEMESTER BEFORE YOUR RECITAL

- When registering for the following semester, be sure to sign up for MU 390 (Junior Recital) or MU 490 (Senior Recital) on Compass. If it's a senior recital, be sure to choose the course number that corresponds with your private instructor (e.g., MU 490 20 for Tom Baker).
- Review the Recital Handbook online at www.cornish.edu/music/
- Attend the recital planning meeting. Here you will choose your recital date and, if it's a junior recital, you'll identify a recital partner.
- Check with your individual instructor to ensure he or she can attend on the recital date you have chosen. Your individual instructor MUST be present at your recital.

SEMESTER OF YOUR RECITAL

- Discuss your recital plans and program with your individual instructor (APPENDIX A will help you)
- Arrange for any extra musicians and/or accompanists you would like to perform in your recital.
- Invite your individual instructor and two other faculty members to evaluate your recital. Have them sign your Recital Approval Form.
- Complete the Recital Approval Form, the PONCHO Concert Hall Space Reservation Form, and type up a proposed program. Submit all three to the Music Department Administrator (at least four weeks before your recital).
- Schedule a meeting with the PONCHO Facilities Manager and the Technical Director to confirm any equipment needs and stage requirements (at least two weeks before your recital).
- Set a rehearsal schedule and confirm that all musicians involved can attend. Reserve rehearsal space ahead of time; be prepared and on time for rehearsals.
- If you would like a dress rehearsal in PONCHO, reserve a time and day through the PONCHO Facilities Manager.
- Plan recital reception if you are having one. Make sure to reserve Room 114 for your reception.

MARKETING

- Plan a poster design. Design students are available for poster design (at no cost to you) if you choose to use them.
- Show the Music Department Administrator your poster for approval, marketing, and archiving.
- Publicize your recital. Make a Facebook event, and get creative with your marketing.
- Make a program for your recital. Have your private instructor approve the design and copy.

THE WEEK OF

- Remind faculty evaluators of your recital date/time the week prior to your recital.
- Submit a hard copy of your final program to the Music Office for archives.
- Present an awesome recital!
- Thank faculty evaluators, musicians, sound engineers, crew and anyone else who helped you with your recital.



Spring 2017 Recital Approval Form

Submit this form to the Music Department Administrator no later than **one month (30 days)** prior to your recital date.

Name: _____ Recital Date: _____

Private Instructor: _____ Major: _____

Private Instructor Approval:

By signing below, the primary private instructor agrees to oversee the preparation of the recital, and approves the recital program. The private instructor is required to be present at the recital date listed above, submit written comments no later than one week after the recital, and submit a grade in accordance with the performance.

Signature Printed Name Date

Additional Faculty Evaluators:

By signing below, each faculty member agrees to be present for the recital date listed above and to submit written comments no later than one week after the recital.

Signature Printed Name Date

Signature Printed Name Date

Student Acknowledgement:

- I have discussed my recital with my private instructor, and have obtained their signature and the signatures of my two additional faculty evaluators.
- If performing in PONCHO Concert Hall, I have discussed all my technical needs with Alek Edmonds, and have submitted a PONCHO Space Request Form to Frank Phillips.
- I understand I am responsible for all aspects of the preparation and production of my recital.

Signature Printed Name Date