To: All Junior, Senior & Integrated Studies Recitalists

From: The SCPA - Music Office

Re: RECITAL REQUIREMENTS

All student recitalists must submit the following forms to the SCPA - Music Office (Craigie Hall D100):

1. STUDENT RECITAL CONTRACT
   Please make sure to read your contract so that you are aware of recital procedures. Your contract will need to be signed by both you and your instructor and then submitted to CDH 100 no later than November 1.

2. RECITAL & DRESS REHEARSAL SIGN-UP SHEETS
   A Recital Sign-Up Sheet will be posted outside of CHD 100 (music bulletin boards) on Monday, September 23 so that you can select a date and time for your recital. This sign-up sheet will be taken down on Friday, October 4. On Tuesday, January 14, a Dress Rehearsal Sign-Up sheet will be posted outside of CHD100 so that you can choose your rehearsal time. This sign-up sheet will be taken down on Thursday, January 30.

3. RECITAL PROPOSAL
   Please complete your Recital Proposal form, making sure that all of the required information has been filled out. It is not up to the Music Office to edit or proof read your proposal and it is your responsibility to ensure that all of the following information is included on your proposal:
   1. Complete names of titles, names of movements and opus numbers
   2. Complete names of composers and dates must be included
   3. Accurate timing of works to be performed
   4. Full names of accompanists and any other participating performers

   *All proposals must be approved and signed by your instructor and the Performance Chair (Edmond Agopian) and handed into the Music Office at least four weeks prior to your recital. Once approved by the performance area, you may not change the repertoire to be performed without re-submitting your proposal for approval.

4. RECITAL TECHNICAL INFORMATION
   Your Recital Technical Information form needs to be completely filled out and submitted to Craigie Hall D113 at least four weeks prior to your recital. This year, only senior and grad recitalists can have extra technical set-ups and will be allowed to use the harpsichord. If you have any questions regarding your technical set-up please contact Stage Manager Luke Dahlgren from University Theatre Services: lmdahlgr@ucalgary.ca or 220-8265

   If any of these forms are handed in late, you will automatically be deducted marks from your Performance Seminar course and you also run the risk of having your recital cancelled or bumped from the Eckhardt – Gramatte Hall.

   Date: September 16, 2019
School of Creative and Performing Arts - Music
Student Recital Contract
2019-2020

Please read, fill out and return to the office no later than November 1, 2019

NAME (Full Name): _____________________________________ ID __________

INSTRUCTOR: _____________________________________________________

INSTRUMENT OR VOICE TYPE: ________________________________________

PHONE: ___________________________ EMAIL: _______________________

TYPE OF RECITAL: ◊Senior ◊Junior ◊Integrated Studies

RECITAL DATE AND TIME: __________________________________________

RECITAL PROPOSAL DUE: 4 WEEKS PRIOR TO YOUR RECITAL

• I have received and read a copy of the Recital Requirements and will comply with its requirements.

• PROGRAMS: I understand that I am responsible for creating & printing my own recital program and for handing them in to the box office at least one hour before my recital. All programme notes must be approved by my instructor/advisor and by the Performance Chair (Edmond Agopian). The Concert Manager will email all student recitalists a program template.

• I must provide the jury with 3 copies of my scores, unless I am informed in advance by any of the jury members. For concerto type works, only copies of the solo part are needed. For chamber music, including duo sonatas, the student must provide copies of the full score.

• I understand that once my dress rehearsal is booked, I cannot switch my rehearsal time without getting permission from the Concert Manager: Kathy Race (Craigie Hall D113, 403-220-8493 or klrace@ucalgary.ca)

• I understand that if I want to have a reception following my recital, I must book it no later than two weeks before my recital by contacting the University Theatre Services Front of House Manager, (Craigie Hall D112, 403-220-4906).

• I understand that only senior and grad students can use the harpsichord for their recital and if they decide to use the harpsichord for their recital, it will only be tuned for their performance and not for their dress rehearsal (unless they wish to pay for additional tunings). If I use the harpsichord, I must speak with stage manager Luke Dahlgren ahead of time.

• I agree that the ONLY acceptable reason for requesting a change of recital date is a medical condition or death in the family and that I must get permission from the Music Chair (Dr. Joelle Welling). Anyone who changes his or her recital date runs the risk of having to perform his or her recital in the Doolittle Studio or Craigie Hall F007.

• I understand that if I do not meet the required deadlines for the Recital Contract, Recital Proposal and Recital Technical Information forms, I risk losing marks on my recital or having my recital cancelled by the Division of Music.

• I understand that recitals are university examinations. Only the Registrar or Music Chair can cancel or reschedule my recital. If there is a death in the family or physical injury, the request for cancellation or rescheduling should be submitted to the Music Chair in the first instance.

• I understand that I cannot notify the Rozsa Centre of cancellations or rescheduling. Failure to abide by these conditions will result in a grade of “F” for the examination.

____________________________________  ______________________________________
Student Signature                  Date

____________________________________  ______________________________________
Instructor Signature               Date
School of Creative and Performing Arts - Music  
2019/20 Recital Proposal

Name of Recitalist:__________________________      Recital Date:__________________________
Recitalist Instrument:__________________________      Performance Start Time:______________
Recitalist Email:__________________________      Recitalist Phone:__________________________
Applied Teacher:__________________________      Name of Accompanist:__________________________

Recital Type: □ Senior  □ Junior  □ Integrated Studies
Venue: □ Eckhardt-Gramatté Hall  □ Other (Please Specify) __________________________

<table>
<thead>
<tr>
<th>Title, Movement &amp; Opus Number</th>
<th>Timing</th>
<th>Composer</th>
<th>Dates</th>
</tr>
</thead>
</table>

Senior recitalists: indicate intermission placement      Total time of repertoire: __________
Required times: Senior: 60-65 min plus intermission, Junior 40-45 min (no intermission)

Junior and Senior recitals require programme notes: These should be done in consultation with
the Applied Teacher/Supervisor and high literacy standards are expected - especially so with
regard to composer’s names and musical terms. Programme notes may be returned to the student
for revision if not up to expected standards.

Approved By:
Applied Teacher/Supervisor _____________________________
Performance Chair (Edmond Agopian) _____________________________

Complete and return at least FOUR WEEKS prior to your recital!
Performance Details
Venue ________________________________
Artist/Ensemble Name ________________________________
Performance Date ________________________________
Concert Start Time ________________________________
Arrival Time (not before 6 PM) for performance
* The Hall will not be available until the time indicated.

Please provide details on the general structure of the concert
*Please note Junior Recitals do not have an intermission.

First Part (total mins) _________
Intermission (total mins) _________
Second Part (total mins) _________
Total Run Time _________

*Minimum Run Times for Recitals
Junior 40-45 mins, Senior 60-65 mins plus intermission,

Number of performers _____stands _____chairs __
Please explain ____________________________________________

Do you require a conductor’s music stand? Yes _____ No _____
Do you require conductor’s podium? Yes _____ No _____

Technical/ PA Requirements
Please indicate whether you will be using the following equipment.
Mic _______ How Many? _______
Mix _______
Monitor (playback) _______
Indicate playback medium USB _____ Computer _______

Streaming Feed _______
Special Effects _______

Computer _____ Delays _____ Reverb _____ Lighting
*If you have any technical requirements not outlined here, please see Luke Dahlgren. (403) 220-8265 or lmdahlgr@ucalgary.ca

Piano
Piano tuning will be arranged for all senior and graduate recitals where the recitalist is a piano major.
*Please note that pianos in the Hall are already tuned on a regular basis.

Will you require a piano(s)? Yes _____ No _____
Which piano(s)? 9ft Yamaha _____
9ft Steinway _____
9 ft Bechstein _____

Note: UTS will remove lids for performances and dress rehearsal only.

Other Keyboard Instrument:
Please explain: ____________________________________________

Baffless: Down _____ Half Way Up _____ Up _____

Diagrams: Concert Set-up Requirements
Please illustrate a separate diagram for each stage change:

Archival Recordings
UTS will audio and video record the concert on a blank USB memory stick (no less than 8 GB) provided by the student. If anyone wishes to make a copy of a particular recital, they will have to contact the student directly and make arrangements.

Rehearsals
Dress Rehearsals will be booked on a first come, first serve basis. There will be a rehearsal sign-up sheet posted outside of the music office in January. Rehearsal times may not be switched without the approval of the Concert Manager.

Receptions
Your reception must be booked no later than two weeks before your recital. Contact the UTS Front of House Manager, Lizzy Evashkevich at (403) 220-4906 to book your reception.