

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Department of Music

Student Recital Packet



**SACRAMENTO
STATE**

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rev. 8/09

*IMPORTANT! Please read all information in this packet thoroughly and carefully.
For additional questions, see the Events Manager in Capistrano Hall 121.*

Student Recital Time Line

Late April/May (for fall recitals) or late November/December (for spring recitals)

Sign up for your recital date with the Capistrano Hall 121. Specific dates and times to sign up for recitals, along with the deadline for signing up, will be posted around the building and on student section of the music department website at www.csus.edu/music/students. (*Signups after the posted deadline will not be permitted*).

If you are using a staff accompanist, **check to make sure that they are available on the date you have signed up for ASAP-** you must reserve staff accompanists before the start of the semester of your recital.

The following days, times, and rooms are generally available for student recitals*:

- **Music Recital Hall** - Thursday evenings, or Friday afternoons or evenings
- **Room 151** - Thursday or Friday afternoon or evenings

Other weekdays, pending availability - *by instructor and accompanist permission only*

* Times and rooms listed are first come, first served, pending availability. Recitals will not be scheduled to start simultaneously in two different rooms, nor will they be scheduled against any Department of Music concert with a charged-admission.

By the end of the semester before your recital

Submit *'Request for Appearance on Recital'* form to the Events Manager in Capistrano Hall 121. ****Failure to return this form with the appropriate signatures on time may result in the cancellation of your recital date by the Events Manager.**

Beginning of recital semester

It is recommended that you re-confirm your recital date with your accompanist and re-confirm your reserved date with the Events Manager.

To register for your recital - Do not add the Music 175, 185, or 285 course through My Sac State. Use the Add/Drop Petition available in this packet or from the Music Department, so that you can be placed in a section corresponding to your applied instructor. **The Add/Drop Petition must be turned in during the first two weeks of the semester of your recital to the Department Office (Capistrano Hall 103).**

At least one to two weeks before your recital

Begin typing up your program. Type your program information in the body of an email or as a Microsoft Word attachment, and email it to: gdisney@csus.edu

Make sure you include all pieces, movements, composers, dates, and additional performers.

**For help in typing and printing your program, see the Events Manager in Room 121. Once your program is emailed, it will be formatted and printed out in Room 121 for you and your teacher to review.

At least two days before recital

After reviewing your program with your applied instructor, submit the *'Recital Program Printing Request'* form (with your applied instructor's signature) and a copy of your proofed program to the Events Manager. If you intend to have program notes, submit these as well - typed and proofed. Program notes should be kept to one page whenever possible. The Events Manager will revise and reprint your program, if changes are necessary.

Notes on student recitals

Accompanists

If you are using a staff accompanist, you should confirm their availability for the recital date you are signing up for as soon as possible, **but no later than the start of the semester of your recital date**. If you miss this deadline and still wish to use a staff accompanist, you must submit a one-page appeal to the Department Chair outlining the reason(s) why you missed the deadline. The chair and the accompanist in question will then decide whether or not you may be accommodated. If your appeal is denied, then you will be responsible for supplying your own accompanist at your own expense.

Additional performers

Additional performers may be used in student recitals to accompany the student giving the recital or in chamber works, however they may not perform their own solo works or chamber works, unless they are a current student and have filled out their own 'Request for Appearance on Recital' form. (ie. - 2 students wishing to share a joint recital must both turn separate "Request for Appearance on Recital" forms).

Canceling/Rescheduling

To cancel a recital date, notify the Events Manager at least one week prior to your recital date. *It is the student's responsibility to notify their applied instructor and accompanist before canceling a recital.* Rescheduling for the same semester will be subject to availability, and requires approval of the Events Manager, your applied instructor, and accompanist. Rescheduling for another semester requires following the normal recital sign-up schedule for that semester. If your recital has been cancelled by the Events Manager for failure to turn in your *Request for Appearance on Recital Form*, you may not reschedule your recital for the same semester.

Flyers

You may create your own flyers to publicize your recital. Flyers may be posted on appropriate bulletin boards within Capistrano Hall. Flyers should not be posted on doors or walls. Students should also remove their flyers after their concert has passed. For more on posting flyers, visit Room 103.

Late sign-ups

Due to the volume of events currently being handled by this department, **late sign-ups will not be permitted**. Recitals must be signed up for as outlined in the timeline on the previous page.

Non-degree recitals

Non-degree recitals are defined as any student recital which is not required for the student's program of study. These types of recitals will not be offered at the Department of Music starting in Spring 2010.

Parking

The department will provide ten (10) courtesy parking permits on the day of your recital, valid one hour prior to your recital start time, for off campus guests attending your event. They will be setup in the lobby of the music building by your stage manager for your guests to pickup.

Receptions

If you plan to have a reception following your recital, make sure you note it on your '*Request for Appearance on Recital*' form. Normally, Room 143 is used for receptions, or one of the classrooms on the second floor. Availability of reception rooms depends on the date and time of the recital (see the Events Manager in Room 121 for more information). **Receptions may NOT be held in the Music Recital Hall or in Room 151.** *You are responsible for cleaning up after your reception, and restoring the room to its previous state.*

continued on next page

Recording

Check with the Lab Technician in Capistrano Hall 135 to inquire about the possibility and/or cost of recording your recital, if this is something you are interested in having done. (It would be wise to do this as soon as you can, but **no later than one month prior** to your recital date). Or, you may arrange to have someone not employed by the Department of Music to record your recital for you, providing that they supply their own recording equipment.

Rehearsals

Students may sign up in Capistrano Hall 121 for rooms and times to hold rehearsals in the performance halls or classrooms, if desired. Generally, it is wise to book your rehearsal space as far in advance as possible. Rehearsal time in Room 151 or the Recital Hall may be limited to a maximum of *four hours per recital per semester*, and all rehearsal times are subject to room availability.

Setup/Warmup

Generally, recital rooms are reserved one hour prior to your recital time on the day of your recital for the purpose of setup, warmup, and/or brief sound checks. All performers must be off the stage 30 minutes prior to the recital start time. If you need an earlier setup time, you can request a time on the '*Request for Appearance on Recital*' form. All requests will be subject to room availability.

Stage Managing

A stage manager will be supplied for student recitals in the Music Recital Hall or Room 151. They will be there to assist you with setting up the stage, setting out programs and parking permits, performing set changes, and working the stage lighting. Stage managers arrive one hour prior to your recital start time, and stay for the duration of your recital.

Venues

Student Recitals are held in Capistrano Hall in either the Music Recital Hall or Room 151. No other rooms in Capistrano Hall are valid for Student Recitals. Students who elect to hold recitals elsewhere (ie. in the University Union, Library Gallery or off campus) must obtain permission from their applied instructor and accompanist first. Students must make all arrangements on their own for recitals in venues outside of Capistrano Hall. **The Department of Music does not supply stage managing or offer other support for recitals outside of Capistrano Hall - including programs, parking permits, supplying equipment such as pianos, music stands, chairs, etc.** Consult with your applied instructor for more information.

Weekends

Weekend recitals are not permitted at the Department of Music.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of Music

Request for Appearance on Recital

Performer Name _____ Applied instrument (or voice) _____

Applied teacher _____ Day/Date of recital: _____

Contact phone and email _____

Recital type: Jr. B.M. Sr. B.M. B.M.U.E. Sr. B.A. Graduate

Room: Music Recital Hall Room 151 Time room needed by: _____
(for setup/warmup/sound check)

Performance time: _____

Accompanist Name(s): (if applicable) _____

Other Performers/instruments: (if applicable) _____

Piano needed? Yes No Special piano requests: _____
(ie. if two are needed, a prepared piano is being used, etc.)

Other equipment needed: _____
(do not include chairs or stands unless over 10)

Reception room needed? Yes No Room requested _____
(double check with the Events Manager to confirm room assignment)

Date of recital permission hearing: _____
(use approximate if exact date unknown) *If you do not pass your recital permission hearing, notify the Events Manager ASAP*

Required Signatures:

I request to sign up for a student recital
as outlined above

Performer's Signature Date

By my signature, I authorize the above student
to sign up for a recital, pending successful
completion of their recital permission hearing

Applied Instructor Signature Date

By my signature, I certify that I am available
to perform for the student on the above date

Accompanist Signature Date

**Turn this form in to the Events Manager before the end of the semester prior to your recital
Failure to turn in this form may result in cancellation of your date**

Received By: _____
Events Manager Date

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of Music

Recital Program Printing Request

Type your program information in the body of an email or send it as a Microsoft Word attachment to: **gdisney@csus.edu** Make sure you include all pieces, movements, composers, dates, and additional performers. Once your program is emailed, it will be formatted and printed out in Room 121 for you and your teacher to review. After reviewing your program with your applied instructor, submit this signed form and a copy of your proofed program to the Events Manager in Room 121.

Performer Name: _____ Applied instrument (or voice): _____

Applied teacher: _____ Day/Date of recital: _____

Number of programs requested: _____

(For reference - most people use around 75)

If program notes are included,
for printing do you want them: on the back of your program on a separate sheet

Please attach your proofed program (and program notes, if applicable)
to this form with a paper clip, and return to Room 121 . **Do not staple!**

Required signatures:

I have reviewed the attached program, checked it for errors, and I approve it.

Performer's signature _____ Date _____ Applied Instructor Signature _____ Date

NOTE: This form must be returned signed and with your proofed program at least two days prior to your recital. The department will print copies of your program and supply them for your recital. For recitals not in the Music Recital Hall or Room 151, please pick up the copies of your program on the day of your recital.