

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

**Department of Music**

# **Student Recital Packet**



**SACRAMENTO  
STATE**

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

## Recital sign-up information

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

Sign up for a recital date with the Events Manager in person in 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](http://www.csus.edu/music/students).

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 (Other weekdays evenings, pending availability - *by instructor and accompanist permission only*)
- **Room 151** - Wednesday evenings, Thursday or Friday afternoon or evenings
- **Library Gallery** - available on a limited basis and requires a \$45 charge  
(see the 'Venues-On Campus' section under "Additional info" for more info)

\* 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 the '*Request for Appearance on Recital*' form, which is in this packet, to the Events Manager in Capistrano Hall 121. This will confirm your date. **\*\*Failure to return this form with the appropriate signatures on time may result in the cancellation of your recital date by the Events Manager.**

### **At the beginning of your recital semester**

It is recommended that you reconfirm your recital date with your accompanist and reconfirm your reserved date/room/time 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 105).**

## Additional info 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.

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### **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, unless they are a current student and have filled out their own 'Request for Appearance on Recital' form. (i.e. - 2 students wishing to share a joint recital must both turn separate "Request for Appearance on Recital" forms).

### **Audio/Visual equipment**

Arrangements for audiovisual equipment, including CD playback, projectors, DVD players, amplification or microphones, etc., must be submitted to the Listening Lab, Room 135 for consideration. It is wise to do this as soon as possible, but no later than 2 weeks prior to your recital. Audio/visual equipment is not available for recitals in the Library Gallery.

### **Canceling**

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.*

### **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. Flyers should be no larger than 8.5"X11". Flyers which are inappropriate in nature or posted inappropriately will be removed.

### **Late sign-ups**

Late sign-ups may be permitted up until the first day of class of the semester you wish to give a recital, pending venue availability. See the Events Manager for information.

### **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 are not supported by the department.

### **Parking**

The department will provide twelve (12) 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. If you wish to pick up permits prior to the day of your recital, please notify the Events Manager at least a week in advance.

### **Programs**

Begin typing up your program at least two weeks prior to your recital. Type your program information in the body of an email or as a Microsoft Word attachment, and once your teacher has seen it and approved the content and program order, email it to: [gdisney@csus.edu](mailto:gdisney@csus.edu)

*Make sure you include all pieces, movements, composers, dates, and additional performers. Don't forget to include an intermission if applicable. Do not worry about formatting the information.*

If your teacher would like to further review your program prior to printing, contact Glenn via email at: [gdisney@csus.edu](mailto:gdisney@csus.edu) to arrange to have a formatted copy emailed to you or printed out for pickup.

If you have any changes or corrections to your submitted program info, notify the Events Manager in writing (via email or corrected hard copy). **Changes/corrections must be submitted by 4pm the day before your recital.** If you intend to have program notes, submit these as well, either by email or in a print-ready hard copy. Program notes should be kept to one page whenever possible.

### **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 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 condition.*

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## **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. Rehearsal times for the Library Gallery must be scheduled through Leslie Rivers at: riversls@csus.edu. The piano is not available for rehearsals in the Library Gallery.

## **Rescheduling**

Rescheduling your recital for a different date in 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 canceled 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.

## **Setup/Sound Check**

Generally, recital rooms are reserved one hour prior to your recital time (90 minutes in the Library Gallery) 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. Additional time in the Library Gallery may require additional fees. All requests will be subject to room availability.

## **Stage Managing**

A stage manager will be supplied for student degree recitals in the Music Recital Hall, Room 151 or the Library Gallery. 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 (90 minutes for the Library Gallery), and stay for the duration of your recital.

## **Venues - On Campus**

Student degree recitals are held in Capistrano Hall in either the Music Recital Hall or Room 151. A limited number of days and times will also be available in the Library Gallery. No other rooms in Capistrano Hall or elsewhere on campus are valid for Student Degree Recitals. Students may not reserve additional dates in the University Library Gallery on their own.

Additional notes on the Library Gallery: The Library Gallery will be reserved 90 minutes prior to concert start time on the day of your recital. ***Recitals in the Library Gallery require a \$45 charge.*** This fee covers gallery staffing, and must be made payable to the Library Gallery through ASI account #72-7230. Payments must be made to the ASI Business Office, located on the 3rd floor of the University Union. You must bring a receipt back to the music department showing that this fee has been paid, at least one week prior to your recital - failure to do so will result in an immediate cancellation of the venue.

## **Venues - Off Campus**

Students who wish to hold recitals off campus must obtain permission from their applied instructor and accompanist first. **NOTE: If you wish to do a concert outside of Capistrano Hall, you must make all arrangements on your own, as these concerts are not considered Music Department events and are not run by our department.** You will essentially be making a private rental for a private recital, and your applied instructor must decide whether or not this is acceptable to also count as a degree recital. ***The department does not print programs nor supply program templates, parking permits, equipment such as pianos, music stands, chairs, etc., for these types of events.*** Consult with your applied instructor and the administrator of the venue in question for more information.

## **Weekends**

Student recitals are not permitted at the Department of Music or Library Gallery on weekends.



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## Request for Appearance on Recital

Performer Name \_\_\_\_\_ Applied instrument \_\_\_\_\_  
for vocalists, please put: "soprano" or "tenor", etc.)

Applied teacher \_\_\_\_\_ Recital day and date \_\_\_\_\_

Performer's contact phone and email \_\_\_\_\_

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

Room:  Recital Hall  Room 151  Library Gallery Time room requested 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: \_\_\_\_\_  
(please include number of chairs and stands needed, if applicable)

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

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

### **Required Signatures:**

I request to sign up for a degree 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 (if applicable) Date

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

Received By: \_\_\_\_\_ Date \_\_\_\_\_  
Events Manager