



# **Student Recital Packet**

for all required Degree Recitals

*IMPORTANT! Please read all information in this packet thoroughly and carefully.*

## ELIGIBILITY

**Junior recitals (MUSC 175):** must have achieved junior status in the School of Music, including successful completion of at least MUSC 3, 9, 10A, 10B, 11C, 12C, 14d, and at least 18 units of lower division GE coursework (which may overlap with music courses). A recital permission jury must be completed at least three weeks prior to the recital date (consult with your applied faculty). *You must be enrolled at Sac State in order to perform a recital on campus.*

**Senior recitals (MUSC 185, 185E):** must have achieved senior status in the School of Music, which includes successful completion of ALL required lower division major courses and at least 6 units of core upper division required Music courses. You must also have achieved senior status academically with the University. *Music Ed students are requested, but not required, to do a joint recital in lieu of an individual recital (i.e. two students each performing 30-40 minutes.)* A recital permission jury, if required, must be completed at least three weeks prior to the recital date (consult with your applied faculty). *You must be enrolled at Sac State in order to perform a recital on campus.*

### **Graduate recitals:**

**Performer's Certificate:** to be enrolled in MUSC 285, you should be in your second or fourth semester of the program and have successfully completed required course work. Instructor permission is required to enroll you in MUSC 285. *You must be enrolled at Sac State in order to perform a recital on campus. Contact the Graduate Coordinator for more information.*

**Master of Music:** to be enrolled in MUSC 285, you must have passed MUSC 201 and have completed at least 6 units of graduate coursework. To be enrolled in Culminating Experience (MUSC 500), you must have completed at least 15 units of required coursework and submit the online "Advancement to Candidacy." Instructor permission is required to enroll you in MUSC 285 or MUSC 500. *You must be enrolled at Sac State in the semester that you are giving your recital or completing MUSC 500. Contact the Graduate Coordinator for more information.*

*\*Masters students preparing a project or portfolio should still sign up for a "recital" as outlined on the next page; briefly explain what you are doing in lieu of a recital in the Additional Notes section of the form on the Student Resources page.*

***Do not sign up for a recital online if you have not met the eligibility requirements outlined above; the recital date requested will be cancelled.***

*\*\* If you do not meet the requirements as outlined above for your recital type, your applied teacher may file an appeal with the Director of the School of Music to allow you to still perform a recital. The appeal should explain your circumstances and outline your plan to get caught up on the missing course(s).*

## RECITAL SIGN-UP INFORMATION

Starting late April (for fall recitals) or late November (for spring recitals)

Sign up for your requested recital date online. Signups are done in priority by recital type (Graduate, Senior, Junior) *NOTE: Students may only sign up for ONE degree recital per semester.* The sign-up form, specific dates and times to sign up for recitals, and a list of available dates are available on the School of Music Student Resources page at:

[www.csus.edu/college/arts-letters/music/student-resources.html](http://www.csus.edu/college/arts-letters/music/student-resources.html)

If you are using a staff accompanist, contact them to make sure that they are available on your chosen date ASAP.

Once you have submitted the online request, it will be reviewed by the Events Manager. You should receive a confirmation email within 2 business days. The confirmation email will be cc'd to your applied instructor and staff accompanist (if applicable). It is not necessary to reply to the confirmation email unless you need to make changes.

**To register for your recital** - Do NOT add the 175, 185, 285, or 500 course through My Sac State/On Base. The department office will add you into the appropriate section based on the information you provide in the recital sign-up form. This will be done during the winter/summer break, after the Music Admissions office has verified that you have met the eligibility requirements outlined on the previous page.

At the beginning of your recital semester

It is recommended you re-confirm your recital date with your accompanist and re-confirm your reserved date/room/time with the Events Manager. **IMPORTANT:** Check to make sure that your recital has been added to your course schedule (within the first 2 weeks of the semester).

## ADDITIONAL INFORMATION

### **ADDITIONAL PERFORMERS**

Additional Sac State students may be used in 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 School of Music student and have completed their own degree recital sign-up online (i.e. for BMUE joint recitals, for example).

### **ADVERTISING**

You may create and print 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.
- Flyers should be no larger than 8.5"X11".
- Flyers which are inappropriate in nature or posted inappropriately will be removed without notice.

Flyers may also be emailed to be included in the digital display TV in the lobby of Capistrano (flyers will run for one week prior to your recital on the TV). You may also submit a photo (headshot or similar) for our public (Trumba) calendar, which is accessible to the public via the School of Music website. Email photos/flyers to: [gdisney@csus.edu](mailto:gdisney@csus.edu)

### **AUDIO/VISUAL EQUIPMENT AND RECORDING/LIVESTREAMING**

If you need to request audio/visual support for your recital (i.e. livestream/recording, sound system for jazz recitals, audio playback, speaking mic, etc.), a Recital AV Request must be submitted online. **This must be submitted no later than 3 weeks prior to your recital.**

*NOTE: video playback/projection services are not provided by the School of Music.*

The Recital AV Request link is in the "Recital AV/Livestream Request" section of the Student Resources page of our website at:

[www.csus.edu/college/arts-letters/music/student-resources.html](http://www.csus.edu/college/arts-letters/music/student-resources.html)

Note that charges apply for recording and livestreaming recitals. The payment form is on the webpage above (hard copies of the payment form are also available in the wall rack under the clock on the 1st floor of Capistrano Hall, north end of building). *Payments must be made at least three weeks prior to your recital.* Follow the directions on the form to make your payment.

You should receive a confirmation from the Music Lab within 3 business days of submitting the Recital AV Request. Livestream and recording will be confirmed by the Music Lab after payment receipt has been received.

### **CANCELING/RESCHEDULING/INCOMPLETES**

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 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 (if applicable).
- Rescheduling for another semester (including for the purposes of completing an Incomplete (I) grade) requires following the regular recital sign-up schedule for that semester.

### **LATE SIGN-UPS**

If you have missed the posted deadline to sign up for your recital, late sign-ups under extreme circumstances may be permitted up *until the first day of class* of the semester you wish to give a recital, pending venue availability. Please submit a one-page appeal outlining your circumstances to the Director of the School of Music. If you also wish to use a staff accompanist, include this info in the appeal.

The Director will review your request and get back to you as soon as possible. If your appeal is denied, you will need to sign up for a recital in the following semester. If your appeal is approved and you're requesting a staff accompanist, the Director and the accompanist in question will then

decide whether or not you may be accommodated. If your appeal to use a staff accompanist is denied, then you will be responsible for supplying your own accompanist at your own expense.

### **NON-DEGREE RECITALS**

Non-degree recitals are defined as any student recital that is not required for the student's program of study. These types of recitals are not offered by the School of Music.

### **PARKING**

The University uses virtual parking permits. Parking enforcement uses scanners that 'read' license plates to enforce parking in all University lots and garages.

Permits for guests will be available through a scannable QR code in the lobby of Capistrano, starting one hour prior to your recital time. Web links will also be listed on the public calendar (Trumba) posting for your recital by the morning of the event.

Scanning the QR code or using the weblink will take guests to a UTAPS site. Guests should use the Guest Login (or Guest Signup if they have never created a parking account at Sac State). They will need their vehicle license plate number, and will need to select the correct "valid date" for your recital.

### **PIANOS/PREPARED PIANOS**

Pianos for accompanists are supplied in each performance space. For Piano Majors: you may select from the available pianos in the Capistrano Concert Hall for recitals in that room. This may be notated in the Notes section of the online request form, or you may select the piano closer to your recital date (let the Events Manager know, no less than three business days before your recital, which piano you want).

"Prepared piano" pieces and most non-traditional performance techniques may not be performed on our 9-foot concert grands. Consult with the Piano Technician (Room 153) at least two weeks prior to your recital so the appropriate piano may be selected.

### **PROGRAMS**

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

Your program info must be emailed no later than 3 business days prior to your recital. *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 layout.* If you intend to have program notes or song translations, you may submit these as well, either by email (preferred) or in a print-ready hard copy. (You may also print your own).

If you or your applied teacher would like to further review your program prior to printing, contact Glenn via the email above 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). **Changes/corrections must be submitted no later than 8am the day of your recital.**

In addition to printing hard copies of programs for live recitals, programs will be posted as a PDF on our Student Resources page in the Concert Programs PDF section.

### **RECEPTIONS**

Reception spaces are not provided at the School of Music due to health/safety and liability concerns.

### **REHEARSALS**

Students may sign up for rooms and times to hold rehearsals in the performance halls or classrooms, if desired. Rehearsal time in Room 151 or the Capistrano Concert Hall may be limited to a maximum of *6 hours per recital, or 8 hours for pianists*, and all rehearsal times/rooms are subject to room availability. *Requests must be submitted no less than three days prior to the desired day/time, via email to: [gdisney@csus.edu](mailto:gdisney@csus.edu).*

### **SETUP/SOUND CHECK**

Generally, the Concert Hall or 151 will be 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. *If you need an earlier setup time, you can request a time in the "Additional Notes" section of the online recital request form. All requests will be subject to room availability. For persons using audio/visual equipment, please refer to that section earlier in this packet.*

### **STAGE MANAGING**

A School of Music Stage Manager will be supplied for all student degree recitals held in the Capistrano Concert Hall or Room 151. They will be there to assist you with setting up the stage, setting out programs, 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 Degree Recitals are held in Capistrano Hall in either the Capistrano Concert Hall or Room 151. No other rooms in Capistrano Hall are valid for Student Degree Recitals.

Students who wish to hold recitals at a venue outside of Capistrano Hall must obtain permission from their applied instructor and staff accompanist (if applicable) first. For venues outside of Capistrano Hall, you and/or your applied faculty member must make all arrangements on your own, as these types of events are not sponsored or run by our department. *The School of Music does not promote or supply parking, or equipment such as pianos, music stands, chairs, etc., for these types of events.* Programs may still be provided; follow the directions in the "Programs" section on the previous page. Printed programs will be left in your applied faculty's mailbox on the morning of your recital.

Consult with your applied instructor and the administrator of the venue in question for more information on other venues.

### **ADDITIONAL INFO**

For additional info or questions, email [gdisney@csus.edu](mailto:gdisney@csus.edu)