



STUDENT RECITALS 2009-2010

CHECKLIST

- Three/four months in advance - Schedule Recital Date.**
Recital date requests may be made after July 1st for the coming fall semester and after November 1st for the coming spring semester. To reserve a date, please submit a completed REQUEST FOR STUDENT RECITAL DATE form to John Jacobson in the Music Office (Music Building 162). *(Hint: Plan to give your recital early in the semester. You'll have more choice over rehearsal and performance dates than if you wait until the last two or three weeks of classes. Look carefully at your schedule of ensemble and studio obligations. Choose your recital times around these.)*
- Two months in advance** - Make sure you request any additional audio/visual services needed for your recital or jury.
- Six weeks in advance** - Schedule jury with studio teacher and two other faculty members in the same area (i.e. instrumental area, keyboard area).
- Three to four weeks in advance** – Perform Jury, turn in completed jury form to the Music Office c/o John Jacobson.
- Three to four weeks in advance** - Upon passing jury, e-mail program information to Antoinette Tucker in the Music Office tuckelat@cmich.edu
- Three to four weeks in advance** - Upon passing jury, schedule Chamichian dress rehearsals with Antoinette Tucker or John Jacobson in the Music Office. Organ and percussion students should contact Mr. Daniel Koefoed, Performance Hall Manager koefolds@cmich.edu or 774-1268 regarding rehearsals in Staples.
- Three to four weeks in advance** – Turn in recital recording form with payment to the Music Office. The recording fee is \$35 and includes one CD or compact disc. Additional copies may be purchased for \$12 each. Checks should be made payable to CMU School of Music. *If the recording fee is not paid in advance, the recital will not be recorded.* (Please note: recitals outside the music building are charged at \$75, and subject to availability of staff and equipment).
- Two weeks in advance** – You will be contacted by Antoinette Tucker to review a draft of your program. Review the draft for corrections and resubmit for printing.

STUDENT RECITAL POLICIES:

- Chamichian Hall is the principal venue for student recitals in the Music Building. Use of the Staples Family Concert Hall, in rare occasions, may be granted by special request to the SOM Faculty Council. (This does not apply to organ and percussion students who may give recitals in the Staples Family Concert Hall for instrumentation purposes.)
- Recitals required by degree programs will occur during the fall and spring semesters. Exceptions to this must be granted through petition to the SOM Faculty Council. Be sure to note on the form your year (junior, senior etc.) and degree.
- Performance dates and times in Chamichian Hall should follow the general pattern of Friday at 5 p.m. and 7 p.m., Saturday and Sunday at 1 p.m., 3 p.m., 5 p.m. and 7 p.m.
- All recitalists must play recital music for a faculty jury no less than three weeks prior to their intended performance. Recital date requests will be cancelled if recitalists fail to meet this requirement, or do not pass the jury.
- Program information must be submitted to Antoinette Tucker in the Music Office promptly after passing the jury. Microsoft Word is the preferred choice, either through e-mail attachment to tucke1at@cmich.edu or CD-R. Instructions are included in the *STUDENT RECITAL JURY FORM*.
- The School of Music will produce and print programs for student recitals, and will print and post four (4) posters one week prior to each recital in the standard SOM poster template. Additionally, student recitals will be publicized on the School of Music Website.
- Rehearsal dates *cannot be scheduled* until you have submitted a completed *STUDENT RECITAL JURY FORM*. Recitalists may have a maximum of two (2) two-hour rehearsals in preparation for performances in Chamichian Hall; these rehearsals must be scheduled in advance in the main office.
- The SOM will not provide staffing for rehearsals and student recitals in Staples Family Concert Hall (other than an audio technician, if requested). Recitalists and the faculty sponsor must arrange for all ushering and stagehand services. One person in the lobby and one person backstage will normally suffice. Specific questions regarding staging/ushers should be directed to Mr. Daniel Koefoed, Performance Hall Manager koefolds@cmich.edu or 774-1268.
- Chamichian Hall seats 108 patrons. Space for wheelchairs can be made available with seven day's notice to the Performance Hall Manager. Under no circumstances may audience members sit in the aisles or on the stage.
- Recording equipment (video tripods, cameras) used during the performance must not detract from anyone's enjoyment of the recital. It should not block aisles or exits, or deny anyone seating space. Power cords that cross walkways must be taped down to minimize any tripping hazard.

- *Questions?*

John Jacobson
Director of Music Events
jacob3ja@cmich.edu
(989) 774-3738

Daniel Koefoed
Performance Hall Manager
koefolds@cmich.edu
(989) 774-1268

Scott Burgess
Audio Production Manager
burge1sr@cmich.edu
(989) 774-2045



REQUEST FOR STUDENT RECITAL DATE

Today's Date _____

Your Name _____

Recital Date/Time Requested:

(1st choice) _____

(2nd choice) _____

Local Phone _____ E-mail address _____

Instrument/voice _____

Degree Program: BA/BS BM BME MM MME BFA

Year in School: Junior Senior Graduate (please circle)

Do you want your performance recorded? Y N (\$35.00 fee)

CD request form and fee Paid? Y N

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Your Signature _____

Faculty Sponsor Signature _____

Accompanist Signature _____



STUDENT RECITAL JURY FORM

Name _____ E-mail Address _____

Local Address _____ Local Phone _____

Instrument/Voice _____ Faculty Sponsor _____

Degree _____ Jury Date _____

Semester and Year of Graduation _____

Requested Recital Date/Time _____

Please be sure to have copies of your recital repertoire list for each member of your recital jury committee.

Jury Date: _____

Jury Passed Y N

Jury Committee:

RECITAL PROGRAM

Please provide the following information for documentation and printing of your Recital Program:

1. Your Name
2. Your Instrument
3. Student Status: *Junior/Senior Recital*
4. Recital date
5. Recital location
6. Recital time
7. Titles of pieces to be performed including, *Opus numbers, movements, etc.*
8. Composer: *Complete Name and dates*
9. Accompanist name & instrument
10. Other performer's names & instruments (*if applicable*)
11. Translations (*if necessary*)
12. Your degree information: i.e. *in partial fulfillment of the degree Bachelor of Music.*

All program notes and translations must be attributed and traditional standards of academic honesty apply.

This information is to be submitted to Antoinette Tucker in the School of Music office upon completion of a successful Jury.