Student Recital Reservation Form

Date submitted: _____

UNF School of Music

Please print using blue or black ink.

Your Name: _____ **UNF ID:** N_____

E-mail: _____ **Phone Number:** _____

Instrument/Voice Category: _____ **Applied Teacher:** _____

Recital Date: _____/_____/_____ **Time:** _____ **Place:** 1200 1404 Other (specify): _____

Degree Program:
- ❑ BM
- ❑ MM
- ❑ Performer's Certificate

Year (BM only):
- ❑ Freshman
- ❑ Sophomore
- ❑ Junior
- ❑ Senior

Will you need:

Piano*	❑ Yes	❑ No
Two pianos	❑ Yes	❑ No
Harpsichord	❑ Yes	❑ No
Organ (large)	❑ Yes	❑ No
Organ (portative)	❑ Yes	❑ No
Podium	❑ Yes	❑ No
Projector	❑ Yes	❑ No
PA equipment	❑ Yes	❑ No

Required for Degree:
- ❑ Yes
- ❑ No

Category:
- ❑ Solo Recital
- ❑ Chamber Recital
- ❑ Lecture-Recital
- ❑ Group
- ❑ Other (specify): _____

**Please note that works for prepared piano are no longer permitted.*

I have received a copy of the Concert and Recital Regulations and Policies and will perform my recital under the terms outlined.

Student's Signature: _____ **Date:** _____

Recital Committee Signatures: Recitals not required for degree program only need one signature.

Member #1 Signature: _____

Name (please print): _____ **Date:** _____

Member #2 Signature: _____

Name (please print): _____ **Date:** _____

Member #3 Signature: _____

Name (please print): _____ **Date:** _____

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UNF School of Music
Student Recital Scheduling, Regulations and Policies

I. Performance Times

a. Standard Fine Arts Center performances held in rooms 1200, 1404, 1415, 1420, etc.
   i. Monday-Wednesday: 5:30 p.m. or 8 p.m.
   ii. Thursday: 8 p.m.
   iii. Friday: 3 p.m., 5:30 p.m. or 8 p.m.
   iv. Saturday/Sunday: 10 a.m. (Saturday only), 12:30 p.m., 3 p.m., 5:30 p.m., or 8 p.m.
   v. Each performer gets 60 minutes of warm-up time in the Recital Hall before the start of their recital.

b. Recitals outside the Fine Arts Center must be approved by applied teacher and School of Music Director.

II. Schedule and Confirm Recital Date

a. Contact the School of Music with **a minimum of 3 dates** in which you, your accompanist/ensemble, and your teacher are available. The office will indicate which dates are available.

b. Email the appropriate contact to **hold** the date you have chosen. Email Courtney Gillett at courtney.gillett@unf.edu if you wish to book the Recital Hall at any time or any large ensemble room during weekdays from 9:00 a.m. - 5:00 p.m. Email Andrea Snell at andrea.snell@unf.edu if you wish to book any large ensemble room other than the Recital Hall after 5:00 p.m. or on the weekends.

c. Obtain approval of date, time, and location from all required parties by completing the required Student Recital Reservation Form.

d. To confirm your recital date, submit a Student Recital Reservation Form with **all required signatures** to Courtney Gillett at least 30 days prior.

e. Failure to comply with this deadline will result in a $50.00 fee paid by the student before any future recital can be scheduled.

f. Non-required recitals can be scheduled after September for fall semester or January for spring semester.

III. Recital Date Confirmation

a. The dress rehearsal may be scheduled two months before the recital, unless it is within the first week of the semester.
   i. Three hours in a given hall broken up one of the following ways: One 3-hour session, two sessions of 1.5 hours, or three sessions of 1 hour
   ii. You must cancel on or before four weeks before a scheduled recital.
   iii. Program printing requires:
      1. A copy of your program signed by your applied teacher with formatting that matches the attached template from your pre-recital jury is required for final booking.
      2. Send an electronic copy of your program (Word document) to Kolanda Douglas at k.douglas@unf.edu.
   iv. All registered recitals (Junior (opt.), Senior, MM) will receive a grade of P (Pass), F (Fail), or I (Incomplete).

IV. Pre-Recital Juries

a. Three weeks before recital date, students must present three typed, hard copies of the intended program to the adjudicators (recital committee members) and perform their recital program as required by their applied teacher.
   i. The program must follow the template provided by the School of Music.

b. If a student does not pass the pre-recital jury, arrangements will be made to reschedule both the hearing and recital.

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V. Venues/Equipment in the Fine Arts Center

a. Recital Hall (Room 1200), 184-seat capacity
   i. 1 Steinway D (9ft. - LOCKED), organ, harpsichord, digital organ/portative organ (LOCKED).
   ii. Computer, projector, internet access
   iii. Chairs and stands in hallway closet (LOCKED)
b. Choir Room (Room1404)
   i. 1 Steinway C (7.5-foot), 1 Yamaha (9-foot), chairs and stands (upon request)
   ii. Students are responsible for setting up extra audience chairs on risers as needed
c. Band/Orchestra Room (1420)
   i. Yamaha C7X (7.5-foot), chairs and stands
   ii. Projector, internet access
   iii. Students are responsible for setting up and striking chairs for the audience
d. The overall availability of pianos may depend on other scheduled events. To ensure a specific piano is absolutely necessary, check with Dr. Bennett (45/2409).
e. Students are responsible for coordinating with a committee member for the locking/unlocking of the Recital Hall (and the unlocking/locking of the piano in the Recital Hall. Faculty without keys should see Dr. Bennett)
f. Students are responsible for setting/striking the stage in all rooms. The stage should be restored to its original state immediately following your recital.
g. Students are welcome to use the PA system for recitals with the following guidelines:
   i. Recital date must first be cleared by Professor Dennis Marks.
   ii. Your applied teacher is responsible for providing access to the system and ensuring it is used in a safe and appropriate manner. Applied teachers are responsible for returning the components to the storage room in 1415.
   iii. Those without key access must make arrangements with UPD (904-620-2800) to secure the PA system to its proper location.
h. Should any damage occur to the space or any equipment during your recital, set-up, or tear-down, you will be held responsible and liable for all repair/replacement required.

VI. Recital Length

	Minimum	Maximum
Junior Recital (non-required)	25 mins.	55 mins.
Junior Recital (required)	45 mins.	55 mins.
Senior Recital	50 mins.	60 mins.
Performer's Certificate	50 mins.	65 mins.
Master's Recital	50 mins.	65 mins.

Please note that the timings above represent actual performing times and do not include breaks, intermissions (no longer than 10 minutes), etc. All recitalists performing in a standard Fine Arts Center timing (See I.a.) must complete performance, strike the stage, and clear out of stage/green room within 90 minutes.

VII. Programs

a. See attached program template. **Programs for required and non-required recitals must be approved by the School of Music Marketing Coordinator prior to printing.**
b. The student is responsible for picking up printed programs from the School of Music office during business hours
c. School of Music regulations prohibit posting programs and/or posters on walls/doors using any material but tape. Please do not post recital posters on windows, ceilings, floors, or in restrooms.

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        i. To display a recital poster within the School of Music, bring a copy to the office for approval.
        ii. Following the recital, students are responsible for removing all related posters.
    e. **The School of Music prints recital programs (60 copies) for senior recitals only**. In-house printing for non-senior recital programs is not allowed.
    f. Voice students are responsible for printing their own text translations.

VIII. Receptions

a. Serving refreshments is permitted in the lobby (or in Room 1404 if recital is booked in the Choir Room) following your recital.
b. University regulations require that food be pre-packaged or store bought (no home-baked goods, etc.). Trays from Sam's, Publix, Costco, etc. are allowed.
c. Absolutely NO alcohol can be served or sold on campus unless you hire Chartwells Catering.
d. Chartwells requires at least seven days' notice prior to the event. They can be contacted at 904-620-3888 or catering@unf.edu.

IX. Miscellaneous

a. Piano/keyboard needs
    i. Any lid removal must be coordinated through Dr. Bennett.
    ii. Any prepared piano must have prior approval from Dr. Bennett.
    iii. Use of the digital harpsichord/organ/celesta must be reserved through Dr. Bennett or Dr. Tinnin
    iv. Use of the organ in the Recital Hall must be coordinated through Dr. Tinnin.
b. **Encores are not allowed at student recitals.**
c. All performers must wear appropriate attire.
d. **Postponed recitals** will need approval of faculty and Jim Clark.
    i. If a student doesn't perform a recital in the semester registered, the faculty must award a grade of an "I" (Incomplete) and is responsible for updating the grade in MyWings once the recital is given.

Important Reminders

- **Non-required recitals are not allowed beyond <u>Week 10</u> in the spring semester**
- Room 1420 is recommended for MM lecture-recitals
- Summer recitals may only be presented with advanced permission of your committee. However, many dates may be unavailable due to heavy workshop and camp scheduling and summer classes.
- Special consideration may be given to percussion, jazz, and conducting recitalists for scheduling times and locations according to the specific requirements of their performances. These performers should bring their particular needs to the attention of the scheduling manager at their appointment time.
- No recital may be scheduled at the same time as a UNF large ensemble performance
- Recitals (required and non-required) may not be scheduled during finals week
- **A student MAY NOT give a recital the final week of the semester in which s/he graduates.**
- Students who **change** their recital date **four weeks before their recital** will charged a $50.00 fee for the rescheduled recital. Exemptions may be granted due to illness, injury, or other factors beyond a student's control.
- Once the 4-week deadline has passed, the student is responsible for performing. The applied teacher may not intervene unless it is to demonstrate extenuating circumstances. If a recital is cancelled after the 4-week deadline and extenuating circumstances cannot be demonstrated, the recital is considered a failed recital. The final decision in such matters rests on Dr. Tinnin in conjunction with the appropriate Area Coordinator.

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UNF School of Music
Recital Program Template

Type your program according to the outline below and the template on the next page. A program will not be accepted unless it is typed in a Microsoft Word document.

1. The name of the person presenting the recital, followed by the instrument or voice
2. Type of recital must be included: "Junior Recital," "Senior Recital," "Master's Recital," etc.
3. The day of the week and the date of the recital
4. Time and place of recital
5. "Assisted by" (accompanist's name), (instrument)
6. "PROGRAM"
    A. Title
        i. If by J. S. Bach, include BWV number
        ii. If by Mozart, include K. number
        iii. If by Schubert, include D. number
    B. Give the <u>full</u> name of the composer followed by dates of birth and death
    C. If the composer is living, give either his/her date of birth or the date of the composition's publication.
7. If performing an excerpt (i.e. a few movements) of a larger work, start the first line with: *From* (italicized), list the title of the larger work, and list movements indented on subsequent lines.
8. If there is to be an intermission or a short pause, note its placement in the program.
9. The name of someone who plays an obbligato should follow the title of the work in which he plays.
10. For all <u>required</u> recitals, include "This recital is given in partial fulfillment of the requirements for the Bachelor (or Master) of Music degree. (…Bachelor of Music Education degree, Bachelor of Jazz Studies degree, etc.)
11. For <u>all</u> recitals include "(Performer's name) is a student of (Major teacher)."
12. Before turning in a program, check carefully for spelling, accents, umlauts, etc.

The student is responsible for picking up the printed program from the music office during regular business hours.

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UNF
School of Music

Sample Recital Program

Jane Smith, Soprano

Master's Recital

Monday, December 1, 2013
Recital Hall - 7:30 p.m.

Assisted by
Jocelyn Martin, Piano

PROGRAM

From Samson "*Let the Bright Seraphim"*	G. F. Handel (1695-1759)
Morgen *Allerseelen* *Ständchen*	Richard Strauss (1864-1949)
Trois Mélodies	
Nuit d'etoiles	Claude Debussy (1862-1918)
Automne	Gabriel Fauré (1845-1924)
A Chloris	Reynaldo Hahn (1874-1947)

INTERMISSION

La Serenata	Paolo Tosti (1846-1916)
From Regina *"What will it be for me?"*	Marc Blitzstein (1905-1964)

This recital is given in partial fulfillment of the requirements for the Bachelor of Music Education degree.
Ms. Smith is a student of Susan Brown.

UNF School of Music • 1 UNF Drive • Jacksonville, FL 32224
Phone: (904) 620-2961 Director: Dr. Randy Tinnin www.unf.edu/coas/music

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