REcITAL GUIDELINES

2014-2015

Performance Track Advisor:
Daniel Stepner
Stepner@brandeis.edu

Concert Program Manager:
Deborah Rosenstein
deborahr@brandeis.edu
Guidelines for Undergraduate Music Majors and the Leonard Bernstein Fellowship Program

The Music Department has established guidelines for student recitals in order to help student performers in organizing their recital projects.

Students and Faculty must go over these guidelines carefully when considering giving or approving a recital.

Recital Application Form:

Only Undergraduate Music Majors and members of the Leonard Bernstein Fellowship Program may apply for recital sponsorship from the Department. Departmentally sponsored concerts will be given precedence in scheduling the Recital Hall.

In order to reserve a concert date, the student must obtain a signed permission form from her/his private teacher, indicating that the teacher has approved the date, repertoire, and length of the program. Students enrolled in MUS 117/118 and the LBF Program must also obtain the signature of the Director of the Performance Program. Likewise, anyone enrolled in MUS 97, 98, or 99 must obtain the signature of their Faculty Sponsor in addition to their private teacher.

The recital form is part of this packet, and can be found online at: http://www.brandeis.edu/departments/music/undergrad/recitalopportunities.html
Choose the “Majors Recital Form”. It will download automatically to your computer.

Submit your signed form to the Concert Program Manager* before the following deadlines:
  Fall Semester Recital: October 1
  Spring Semester Recital: December 15 (after Juries)

Each year we reserve dates for the Spring Semester for Performance Track Seniors, Juniors and Leonard Bernstein Fellows.
There are three places to find these dates:
1. The Concert Bulletin Board near Office 219
2. The Music Department Concert website www.brandeis.edu/arts/concerts/recitals
3. The Music Department Undergraduate website:
   http://www.brandeis.edu/departments/music/undergrad/recitalopportunities.html

These dates are first come, first served, so reserving your date early is recommended. Preference for these dates will be given to students required to perform recitals as part of the following courses: MUS 117 & 118; MUS 97, 98, 99

*Email the Concert Program Manager, deborahr@brandeis.edu to make an appointment to submit your recital form. If form is signed and complete, and the date you are requesting is still available, your recital will be confirmed.

Spring Recital Dates will be posted by January 15, in the places listed above.

Juries:

Performance Track Candidates will perform for a faculty/instructor jury during the fall semester. Juries are normally scheduled during exam week. This jury serves as an audition to hold a recital and continue in the performance track.

All recitals will perform 15 minutes from their recital program

Instrumentals should include 2 contrasting movements
Vocalists should perform 4 songs, memorized, including 2 contrasting pieces from group. Please consider this as a performance and dress accordingly. Have texts printed in advance for jury.

Grade has to be a “B” or above in order to continue in Performance Track. All music that requires an accompanist will be performed with pianist at jury.

**Recital Content and Grading:**

Each private teacher is encouraged to develop a set of guidelines for his/her students’ recitals, including length of program, appropriate repertoire and level of preparedness.

Your private teacher does your grading, and comments from the other faculty members are meant to amplify your teacher’s evaluation. If there is a great discrepancy in the comments, or if you are dissatisfied with your grade, you can request a review.

Seniors are expected to submit program, with program notes, any texts, and a short biography to your teacher and the Performance Track Advisor, by February 1.

Junior Recital Programs are one sheet. Program notes are not required, but are encouraged. For vocalists, texts are required.

Progress reports to Professor Stepner on Latte Site on the following dates: November 1, December 1, February 1 and March 1.

There will be at least three faculty members at your recital. Please feel free to invite one or more of your teachers to serve as jurists for your recital. Your instructor will need to know who they are well in advance.

For those of you, who need a pianist, please consult with your teacher about their preferences. There is $400 allowed for each student for a pianist. Anything more (for more rehearsal, for instance) must be paid by the student.

Any questions should be addressed to the Concert Program Manager, x64867, (deborahr@brandeis.edu) and will be referred to the Concert Committee as necessary.

I. **Department Responsibilities**

If the Department approves recital sponsorship, the following will be provided:

- Use of Slosberg Recital Hall and Green Room
- Accompanist if needed for MUS 117, 118 recitals only (specific fee questions should be referred to the Director of the Performance Program)
- Tuning of piano (harpsichord or organ)
- Recording the concert
- 2 ushers—Head Usher (Head Usher will run lights) and 1 usher
- Printing of programs: One-Sheet for Juniors, 4 pages folded for Seniors, up to 75 copies.* More information about programs in Section II Student Responsibilities.
- Flyers will be available for distribution 2 weeks before performance.
- Listing in on-campus concert calendars and off-campus mailings where publication deadlines permit.
II. Student Responsibilities
The student giving the recital is responsible for:

- Reserving the concert date through the Concert Program Manager and providing basic publicity information (names and instruments of performers, nature of the program (such as “including works by...”) in advance of the following deadline: December 15, any year

- Reserving Slosberg Recital Hall for dress rehearsal time - contact the Concert Program Manager (Room 219, x6-4867, Email: deborahr@brandeis.edu).

- Notifying the Concert Program Manager of any production requirements no later than one month prior to the recital date, such as the need for:
  - Piano: either the Yamaha or Steinway B or D, including one dress rehearsal using the piano that will be used during performance
    Note: The Concert Program Manager will notify the piano technician regarding the need for tuning the piano. Tuning takes approximately 1.5 hours and the technician will also need to know your dress rehearsal and warm-up schedule.
  - Stage set-up or changes, so that ushers can be notified (stand and chair placement, page-turner chair, etc.)
  - Attach Stage layout

- Obtaining and returning key for use of the piano (Concert Coordinator Rm 219 or Music Office, Rm 208.)

- Very carefully moving Steinway B piano or harpsichord and benches from Piano Room and back after concert—Ushers can assist with this. (Yamaha piano remains onstage)

III. Additional Student Responsibilities
The student must also provide the following:

- An accompanist if necessary.

- All information and images for Poster, Text in Word document/images jpg or eps to be copied. *No later than 4 weeks in advance to the Concert Program Manager, deborahr@brandeis.edu

- Complete program information* no later than 4 weeks before the concert.

  PROGRAM MUST BE CREATED IN APPROPRIATE FORMAT

Juniors must use the Recital Program template available for download on the music department website at: 
http://www.brandeis.edu/departments/music/undergrad/recitalopportunities.html
Email final version with instructor’s approval to deborahr@brandeis.edu, 4 weeks prior to concert date.

Seniors must create the document(s) in Microsoft Word and email to deborahr@brandeis.edu 4 weeks prior to the concert date. Texts will be printed on 8.5x11 sheets; corner stapled and handed out with the program. Email the program to the Concert Program Manager at: deborahr@brandeis.edu and also submit a paper copy for proofing to (the Concert Program Manager’s office Rm. 219 or leave in mailbox in the Music Office).
Please make sure that the program sent to the Concert Manager is the proofed and corrected version after the Performance Track Advisors have seen it on February 1.

- Additional stage crew if needed beyond ushers.

- Reception (if wanted)—Student is responsible for providing all items for reception and for cleaning up afterwards, leaving the lobby as it was before the concert. Food and beverages should be labeled and may be stored in the Green Room refrigerator prior to the concert, but leftovers should be removed following the concert or they will be discarded. Ushers can assist at setting up after intermission.

NOTE: No alcoholic beverages are permitted!

Junior Performance Track Recitals may be held on Fridays at 3:00 p.m.

Non-Music Majors:
The Hall may be reserved for non-sponsored concerts only one month or less before the requested date, and only by petitioning the Concert Committee who must approve such requests.

Non-music majors may not request concert dates during the last four weeks of the Spring Semester and must submit the Petition for Non-Sponsored Student Recitals form, signed by your instructor, signifying your preparedness for such a recital.

Non-Sponsored Recital Student Responsibilities
For non-performance and non-music major recitals, the student:

- May have use of the Yamaha grand piano onstage only—tuning not included. (Fee $125)
- Must arrange for and provide all own publicity and programs
- Must arrange and pay for ushers (if needed) and return stage to same condition as it was prior to the concert.
- Must pay for 1 usher and 1 lighting technician ($10/hour), who will help with lighting, stage set-up and oversee the event.
- May not have access to Music Department recording equipment but may make arrangements with our Recording Supervisor for recording the concert if desired.
- Must note that if professional artist series performers, faculty, and ensemble directors need your date for rehearsal, they will take precedence and non-sponsored concerts may need to be re-scheduled.
- Is responsible for providing for reception (if desired)—all items (including paper goods) for reception and for cleaning up afterwards, leaving the lobby as it was before the concert. Food and beverages should be labeled and may be stored in the Green Room refrigerator prior to the concert, but leftovers should be removed following the concert or they will be discarded.
Date Submitted: ______________

Brandeis University Department of Music

MUSIC MAJOR RECITAL APPROVAL FORM

Student’s name and instrument ___________________________ ___________________________

Telephone ___________________ Email address _________________________________________

Teacher’s name ___________________________ _____________________________

Telephone ___________________ Email address ____________________________

Are you music major? Yes □ No □

Have you been accepted into the Performance Program? Yes □ No □

Is this recital a required part of a numbered course? Yes □ (course number _____) No □

Have you read the attached Recital Policy? _____ *

* Please make sure you keep that sheet and refer to it as you concert approaches.

Day of week/Date/Start Time (7p Mon-Thur; 8p Fri-Sat; 3p/7p Sun) (check calendar)
Requested Recital Date (list 3 in order of preference):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Will you need a piano? Yes □ No □ Will you need the harpsichord or organ? Yes □ No □

Which piano do you plan to use? _____________________________

Yamaha, Steinway B (7’), Steinway D (9’) – Discuss with your advisor if you are unsure

Names of other performers on the program, including accompanist: __________________________

_________________________________________________________________________________

_________________________________________________________________________________

Other production needs: __________________________________________________________________

_________________________________________________________________________________

Proposed Program—Please attach a separate typed page and include approximate timings
(Work, Composer, Timing). Email to Stepner@brandeis.edu by December 1 for use at Juries.

As the student’s private instructor, I have reviewed this concert proposal, and feel that this
student will be ready to perform the above program by the proposed dates.

_________________________________________________________________________________

Instructor/Date

Director of Performance Program (MUS 117/118) ___________________________ Name/Date

Faculty Sponsor (MUS 97, 98, 99) ___________________________ Name/Date
Requirements for Vocal Performance Track recitals

Junior Recital

A program not less than 45 minutes in length
Must include:
• Four groups of pieces - voice and piano
• Repertoire from a range of stylistic periods: 18th century - 20th century
• Texts in four languages - English, Italian, German and French
• All pieces sung from memory

Senior Recital

A program that runs approximately an hour and fifteen minutes with intermission
May include:
• Traditional groups of songs with piano
• Chamber pieces with instruments and/or other singers
• Music from a wider range of periods (early Baroque or Renaissance, late 20th century or 21st century compositions)
• Music from other classical repertoires (less common languages, i.e.
  • Russian, Hebrew, Spanish, Chinese, etc)
• Large-scale work such as a song cycle
• All music memorized - with chamber works as an exception

All students who are in the Performance Track must sing a jury at the end of the fall semester to demonstrate their progress towards their recital. This jury will consist of:
• Fifteen minutes of music drawn from the recital program
• The opening piece on the program must be performed
• At least one piece from each group must be performed
• All selections performed from memory
• A complete list of repertoire planned for the program will be presented

Program Preparation

There are forms available on the Music Department website that can assist juniors and seniors in preparing their program materials. DEADLINES for the submission of recital materials are also specified in these forms. Additional information that singers need to provide is as follows:
• All performers’ names listed at the top of the program
• Program repertoire listed with songs arranged in groups
• Full names of all composers, including birth and death dates
• Complete texts and translations for all songs (including English), laid out in parallel columns (a table format is useful for this)
• Program notes for the entire program providing interesting information on the composers, particular pieces, the poetry, and historical or musical points (information can be obtained from Grove or other sources). These notes should be at least one paragraph per group of songs
• Brief biographies of all performers (please don't forget your pianist!)
• Acknowledgments, if necessary

Proper attire - Men
  For the jury:
• Dress shoes (no flip-flops or sneakers)
• Long slacks (no jeans)
• Dress shirt or nice sweater (no T-shirts)
• Hair neat and facial hair groomed

For the recital:
• Dress shoes (no white socks)
• Suit or sport coat (tuxedo not necessary)
• Long pants
• Dress shirt
• Tie

Proper attire - Women
For the jury:
• Dress or skirt (knee-length or longer) or dress slacks (no jeans)
• Dress shoes (no flip-flops or sneakers)
• Blouse or business-appropriate bodice
• No strapless tops, no bare midriff tops

For the recital:
• Formal dress - tea-length or full-length hem
• Dress shoes
• Bodice with straps preferred
• Wrap or cover jacket recommended for bare arms

In all cases, good taste is recommended and your teacher will be the final arbiter.

Notes from Katherine Schram ’10 on Spring Recital Prep

June-Sept.  Solidify repertoire choices and begin about 1/4 total rep
            BOOK the Hall as soon as humanly possible in August/December
            Find a pianist, and work out schedule as soon as possible
            Check on Jury schedule upon arriving on campus

October   The background work for your music that needs to be done
            Find text translations, appreciating historical contexts, etc.
            Prepare for Juries in November, (including what you’ll wear)
            Begin work on 2/4, perfecting already learned music (memorize 1/4)
            If singing in a foreign language, begin to look for Native speakers or a coach
            to help you sing authentically with proper diction.
            Professors Olesen and Sabine von Mering are great resources
            Prepare text translations in presentable format for juries

Nov.-Dec.  Begin thinking about attire choices for your recital
            Begin work on 3/4, Perfecting and having memorized/performance ready
            AT LEAST 3/4 of total music by the time of juries

January   Prepare all remaining music— have completely performance ready
            Make sure you have a dress rehearsal scheduled that does not conflict with
            your spring semester schedule
            Begin to write program notes (including historical research, teacher thank
            you’s and don't forget a bio for you or anyone in your ensemble!
            Think about dramatic presentation etc. Any props you may want or need for
            performance and how to get a hold of them to practice with

February  Have all attire choices purchased, made etc.
            Begin to plan reception - where will the food come from? Who will
            make/buy/transport/set-up etc.
            Complete program notes, edit, and CONSULT DEBORAH about an
            appropriate format. If you want to do something out of the box, make sure
            she knows what you are up to and that you both are on the same page about
            it. Even if you’re not going out of the box, consult Deborah as to format etc.

March/April:  Everything ready to go— enjoy the show! Don't forget to collect your jury
             comments and reflect on how you can be a better musician from your
             judge’s comments. Talk to your teacher. Relax. You’re done!