

Brandeis University
Department of Music

Recital Guidelines

2012-2013

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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 1

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, Shawna@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 December 5, 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 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 jurors 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, (shawna@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 1, any year
- Reserving Slosberg Recital Hall for dress rehearsal time – contact the Concert Program Manager (Room 219, x6-4867, Email: shawna@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,
Shawna@brandeis.edu

- Complete program information* ***no later than 4 weeks before the concert.***
PROGRAM MUST BE CREATED IN APPROPRIATE FORMAT

Juniors must create the document in Microsoft Word using the template which can be downloaded from the music department website at:

<http://www.brandeis.edu/departments/music/undergrad/recitalopportunities.html>

available online and email to Shawna@brandeis.edu, 4 weeks prior to concert date.

Seniors must create the document(s) in Microsoft Word and email to Shawna@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: Shawna@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.

(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). Preference for these dates will be given to students *required* giving recitals as part of the following courses: **MUS 117 & 118; MUS 97, 98, 99**

Date Submitted _____

Brandeis University Department of Music

MUSIC MAJOR RECITAL APPROVAL FORM

Student's name and instrument _____

Telephone _____ Email address _____

Teachers name _____ Telephone _____

Email _____

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 your concert approaches.**

Day of week/Date/Start Time (8p Mon-Sat; 7p Sun; 3p Sat-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? _____

(See attachment for piano, access and tuning information.)

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).

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 signature **(MUS 117/118)** _____

Name/Date

Faculty Sponsor signature **(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-September 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.-December Begin thinking about attire choices for your recital
Begin work on 3/4, Perfecting and having memorized and 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.

*Ladies as a note I made my own strapless dress tailored to fit and then promptly lost 10 lbs and had to make do — a potentially embarrassing experience. Think about dress choices — is it comfortable/ or is it restricting? Is my weight likely to change before I perform? Is the fabric stretchy and forgiving, or firm and likely to wrinkle? Shoes—practice walking around in them before you perform - you will sing differently in one pair of shoes than in another in large part based on how you feel while wearing those shoes—and no one wants to trip on their big night. Jewelry, something pretty, shiny or whatever just begin to think about - singers beware of chokers for relatively obvious reasons and bracelets that can snag easily. The hall will be very warm - be prepared. Afterwards the reception will seem cool, so think about a cover-up of some sort.

Begin to plan reception - where will the food come from? Who will make/buy/transport/set-up etc.

Complete program notes, edit, and CONSULT SHAWNA 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 Shawna as to format etc.

PERFECT MUSIC

- 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!