

# BRANDEIS UNIVERSITY DEPARTMENT OF MUSIC

## Recital 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.

### Contact Information

#### Instrumental Performance Track Advisor

Joshua Gordon ([Gordon@brandeis.edu](mailto:Gordon@brandeis.edu))

#### Vocal Performance Track and Musical Theater Advisor

Robert Duff ([RDuff@brandeis.edu](mailto:RDuff@brandeis.edu))

#### Concert Program Manager

Deborah Rosenstein ([DeborahR@brandeis.edu](mailto:DeborahR@brandeis.edu))

### How to Apply for a Recital

*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 one of the Performance Track Advisors. 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:

[brandeis.edu/departments/music/undergrad/recitalopportunities.html](http://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 Slosberg Recital Hall Google calendar [brandeis.edu/music/facilities/index.html](http://brandeis.edu/music/facilities/index.html)
2. The Music Department Concert website [brandeis.edu/arts/concerts/recitals](http://brandeis.edu/arts/concerts/recitals)
3. The Music Department Undergraduate website:  
[brandeis.edu/departments/music/undergrad/recitalopportunities.html](http://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 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 Juries 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. Have texts printed in advance for your jury.

Please consider this as a performance and dress accordingly.

You must earn a grade of a “B” or above in order to continue in Performance Track and present your recital.

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 have the right to request a review.

All recitalists are expected to submit their program complete with program notes, texts and translations, and a short biography to your teacher and the Performance Track Advisor, by February 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, 781-736-4867, 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
- Concert Manager, lighting technician and 1 usher
- Printing of programs: Two-sheets for juniors, 4 pages folded for seniors, up to 75 copies. (N.B.: See more information about programs in Section II Student Responsibilities.)
- Flyers will be available for distribution two 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 for spring recitals and May 1 for fall recitals.
- Reserving Slosberg Recital Hall for dress rehearsal time. Contact the Concert Program Manager (Room 219, 781-736-4867).
- 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 Steinway B or D, including one dress rehearsal using the piano that will be used during performance.

*N.B.: 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:    Stage set-up or changes so that ushers can be notified. This includes (stand and chair placement, page-turner chair, etc.)

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

Instrument care:    You are responsible for very carefully moving the piano or harpsichord and benches from Piano Room and back after concert—Ushers can assist with this. (Yamaha and Rehearsal B pianos remain onstage)

### III. Marketing and Playbill Responsibilities

The student must also provide the following to the Concert Manager at least 30 days in advance of the recital:

#### Marketing Materials

- All information and images for Poster/Flyer. Please supply text in a Word Document and attach JPG or EPS images.

#### Playbill Materials

- Playbill materials are supplied to help the audience better comprehend the repertoire you will be performing. Standard information includes the program order, texts, translations and performer biographies (see below for detailed program information and formatting requirements.)

These materials are due to your Performance Track Advisor 35 days prior to your recital date for approval and then to the Concert Manager 30 days prior to your approval. Make certain that your text is carefully proofed and corrected before submission to the Concert Manager.

Specific formatting requirements are as follows:

- Junior Recital: Juniors must use the Recital Program template available for download on the music department website at:  
[brandeis.edu/departments/music/undergrad/recitalopportunities.html](http://brandeis.edu/departments/music/undergrad/recitalopportunities.html)
- Senior Recital: Seniors must create the document(s) in Microsoft Word and email to the Concert Manager at least 30 days prior to the recital date. Texts will be printed on 8.5x11 sheets; corner stapled and handed out with the program. Email the program to the Concert Manager and also submit a paper copy for proofing to Rm. 219 or leave in the Concert Manager's mailbox in the Music Office).

### IV. Receptions

If you desire to host a reception following your recital, you are responsible for providing all items for the 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 must be removed following the concert or they will be discarded.

N.B.: Ushers can assist at setting up after intermission. Also, no alcoholic beverages are permitted.

### V. Recitals by Students not pursuing the Performance Track

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. All non-sponsored recitals and concerts are not graded, as they do not fulfill any degree requirement.

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.

For non-performance and non-music major recitals, the student:

- May have use of the Yamaha or Rehearsal B pianos onstage only—tuning not included. (fee \$125)
- Must arrange for, produce and provide all own publicity and playbills.
- Must arrange and pay for ushers (if needed) and return stage to same condition as it was prior to the concert.
- Must pay in advance for one head usher (\$50), 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 all materials for any reception. See information, above, for reception responsibilities.

## VI. Specific Program Requirements for VOCAL Performance Track

\* **MUSICAL THEATER Track majors:** please refer to the separate [Guidelines for the Junior and Senior Musical Theater Track Recitals](#).

\*\* **INSTRUMENTAL Performance Track majors:** please refer to these guidelines as applicable and contact Joshua Gordon at [Gordon@brandeis.edu](mailto:Gordon@brandeis.edu) with any questions.

### Junior Recital

The junior recital must be at least 45 minutes long in duration and music include the following:

- Four groups of pieces - voice and piano
- Repertoire from a range of stylistic periods: 16th century – 21st century
- Texts in four languages - English, Italian, German and French
- All pieces sung from memory

### Senior Recital

The senior recital must be at least 75 minutes with intermission. Repertoire 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 for Juries and Recitals

Proper attire is important when formally performing in a recital. Below are general guidelines. Please confer with your private instructor prior to your jury and recital about your attire.

Jury	Recital
<p>Option 1:</p> <ul style="list-style-type: none"> <li>• Dress or skirt (knee-length or longer) or dress slacks (no jeans)</li> <li>• Dress shoes (no flip-flops or sneakers)</li> <li>• Blouse or business-appropriate bodice</li> <li>• No strapless tops, no bare midriff tops</li> </ul>	<p>Option 1:</p> <ul style="list-style-type: none"> <li>• Formal dress – tea-length or full-length hem</li> <li>• Dress shoes</li> <li>• Bodice with straps preferred</li> <li>• Wrap or cover jacket recommended for bare arms</li> </ul>
<p>Option 2:</p> <ul style="list-style-type: none"> <li>• Dress shoes (no flip-flops or sneakers)</li> <li>• Long slacks (no jeans)</li> <li>• Dress shirt or nice sweater (no T-shirts)</li> <li>• Hair neat and facial hair groomed</li> </ul>	<p>Option 2:</p> <ul style="list-style-type: none"> <li>• Dress shoes (no white socks)</li> <li>• Suit or sport coat (tuxedo not necessary)</li> <li>• Long pants</li> <li>• Dress shirt</li> <li>• Tie</li> </ul>

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 a music major?  Yes  No

Have you been accepted into the Performance Track?  Yes  No

Is this recital a required part of a numbered course?  Yes: course number \_\_\_\_\_  No

Have you read the attached Recital Guidelines? \_\_\_\_\_\*

**\* Please make sure you keep the guidelines on hand and refer to it as your concert approaches.**

\*\*\*

Day of week/Date/Start Time (Mon-Thur: 7 p.m.; Fri-Sat: 8 p.m.; Sun: 3 p.m. or 7 p.m.) (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 guidelines 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, and Timing). Email proposed program by December 1 for use at juries. Instrumentalists, e mail program to Joshua Gordon ([gordon@brandeis.edu](mailto:gordon@brandeis.edu)); vocalists, email program to Robert Duff ([rduff@brandeis.edu](mailto:rduff@brandeis.edu)).

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

## Recital Guidelines Checklist

### *6-8 months before*

- Solidify repertoire choices and begin about 1/4 total repertoire
- Book the Hall as soon as humanly possible
- Check on Jury schedule with Performance Track Advisor and Instructor

### *5 months before*

- Begin background work for your music, including research on the history of the work and composer, preparing text translations, appreciating historical contexts, etc.
- Prepare for Juries
- Begin work on second quarter of your work, and memorize and perfect the first quarter of your repertoire.
- If singing in a foreign language, begin to look for native speakers or a coach to help you sing authentically with proper diction.
- Prepare text translations in presentable format for juries

### *4 months before*

- 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
- Find a pianist for your recital, and finalize rehearsal schedule as soon as possible

### *3 months before*

- Prepare all remaining music and have it completely 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, thank you notes to teachers, accompanist and mentors, write bios for you or anyone in your ensemble
- Think about dramatic presentation etc. Begin acquiring any props you may want or need for your performance

### *2 months before*

- 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 with the Concert Manager 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.

### *1 month before*

- Confirm everything is ready to go.

### *After the recital*

- Collect your jury comments from your teacher and reflect on your experience and how you can be a better musician from your judge's comments.