

Brandeis University Department of Music
PETITION FOR NON-SPONSORED STUDENT RECITAL

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.

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.

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. Preference will be given to students required to give recitals as part of the following courses: MUS 117 & 118; MUS 97, 98, 99.

The attached form must be submitted no later than the following deadlines, along with program information and any supporting materials you feel would assist your petition (see form).

The Concert Committee (composed of Music Department faculty) will make its decision within the month prior to the proposed recital date.

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 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 arrange and pay for a lighting technician (if needed).
- 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 items for reception (if one is desired) 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. No alcoholic beverages are permitted.

Please keep this sheet for reference and return the attached form to Deborah Rosenstein, Concert Program Manager, in Slosberg Room 219 or leave in mailbox in the Music Office. Please email deborahr@brandeis.edu with any questions.

Date Submitted _____

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Petitioner's name and instrument _____

Telephone _____ Email address _____

Teacher's name (if applicable) _____

Telephone _____ Email address _____

Status: Undergraduate Graduate Class Year: _____ Major/Course of Study: _____

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 [Recital Hall Calendar](#))

Requested Recital Date (in order of preference): _____

Will you need a piano (Yamaha or Rehearsal B only)? Yes No

Will you need the harpsichord or organ*? Yes No

(*With special permission. Student is responsible for arranging and paying for tuning of harpsichord or organ if desired.)

Please submit the following with this form:

- 1) A separate typed sheet outlining proposed performance and complete program information, including work(s) to be performed, composer(s), and approximately timing of the performance.
- 2) Name(s) of any other performer(s) on the program and their instrument(s), including accompanist.
- 3) Supporting materials which will demonstrate your preparedness and level of performance. These may include an audio recording (or link to online recording), reviews and/or programs from past performances and/or a resume/CV.

If applicable:

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

Concert Program Manager has reviewed petition and materials and forwarded recommendation to Concert Committee.

Concert Program Manager/Date