

MSM Recital Procedures

Frequently Asked Questions (FAQ)

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1) HOW DO I SCHEDULE MY RECITAL?

A. APPLY Students must fill out, sign and submit a **Recital Application** during the Spring semester prior to the academic year when the recital will be held. The application includes an acknowledgment of the understanding of recital policies laid out in this document. Student Recital Applications for the 2011-2012 academic year are due by **MAY 13th, 2011**.

B. BRING HOME All students who submit their recital application will then receive an email that tells them that they must report to the Scheduling Office to pick up a **Recital Confirmation Packet**. Failure to arrange to pick up this packet may result in late planning and late fees. If you are traveling or are away for the summer, it is your responsibility to assure you have your Recital Confirmation Packet or make arrangements to have it picked up.

C. CONFIRM You must **confirm** your recital **two months** before your recital date by returning your completed Recital Confirmation Packet to the Scheduling Office.

2) WHEN DO I SUBMIT MY RECITAL APPLICATION?

The **Recital Application** must be completed and returned to the Scheduling Office on or before May 13, 2011. For new or returning leave-of-absence students, Recital Applications are due at the start of the 11-12 academic year or at least three months prior to your desired recital date. Recital Applications received after the appropriate deadline will be considered on a space-available basis only and could affect a student's graduation date.

3) AFTER I APPLY FOR MY RECITAL, WHEN WILL I FIND OUT MY RECITAL DATE?

Fall 2011 recital dates will be available and emailed to your MSM email address on or before **July 15, 2011**. Spring 2012 recital dates will be available on or before **August 19, 2011**.

The Scheduling Office will email recital information to your MSM email address only!

4) IN WHAT ORDER DO YOU SCHEDULE RECITALS?

Recital assignments are made by the Scheduling Office and are based on information provided on the Recital Application in conjunction with the available performance spaces at the time of scheduling. Priority in the scheduling of recitals is given based on the degree program first, and is booked in the following order:

1. Artist Diploma
2. DMA

3. Professional Studies
4. Master of Music
5. Bachelor of Music
6. Junior Vocal
7. Non-Required

Within this order, the recitals are prioritized on a first-come, first-served basis, in the order the application are received.

5) WHEN CAN I GIVE MY JUNIOR VOCAL OR NON-REQUIRED RECITAL?

For the 2011-12 academic year, all **Non-Required recitals** and **Junior-year Vocal recitals** must take place prior to **March 2, 2012**.

6) HOW CAN I ENSURE I GET THE DATE I WANT?

Given recital time and space constraints, together with the large number of graduation recitals to be scheduled in the Spring semester, it is not possible to guarantee any single date. This is why we ask for as many as 10 possible dates from which we can schedule. The earlier you plan and submit your application, the better. If you can plan and prepare your recital for the Fall semester, you have a greater chance of obtaining a desirable date, time AND hall!

7) WHAT IS A RECITAL CONFIRMATION PACKET?

This is a packet of materials that includes everything you need to fill out to confirm your recital. **YOUR RECITAL IS NOT CONFIRMED UNTIL YOU COMPLETE THE FORMS IN THE PACKET AND RETURN THEM TO THE SCHEDULING OFFICE (ROOM 110a) AT LEAST TWO MONTHS BEFORE YOUR RECITAL DATE.**

Your packet contains:

1. **Recital Packet Cover Sheet** indicating date, time and hall for your recital
2. **Recital Repertoire Approval Form**
3. **Stage Setup Form**
4. **Reception Reservation Request Form**
5. **Recital Recording Request Form** (to be submitted to the Recording Office, Room 234)

8) HOW DO I CONFIRM MY RECITAL TWO MONTHS BEFORE IF IT IS SCHEDULED IN SEPTEMBER OR OCTOBER?

If your recital is scheduled within the first two months of the academic year, you **still** must confirm it two months before your date. In order to do this, the Recital Confirmation Packet will be emailed to your MSM email address. You must fill out the Recital Repertoire, Stage Set-Up, and Reception forms (if you intend to have a reception) and return them to the Scheduling Office as soon as possible. You may email, fax, or mail a hard copy of the completed forms to the Scheduling Office. Contact information is listed above.

9) HOW LONG CAN MY PROGRAM BE?

All recitals in all halls must be completed within an allotted time span and must begin promptly at the appointed start time.

90 Minutes: Artist Diploma/DMA/Professional Studies/Masters Degree

75 Minutes: Bachelors Degree

30 Minutes: Junior Voice Recitals

On the Recital Repertoire Approval form, students must submit durations of:

1. all pieces
2. encores
3. setups between works (3 minutes)
4. tuning (1 minute)
5. late seating (2 minutes)

This is done to insure that their recital will not exceed their given time slot and therefore not conflict with subsequent recitals and usher scheduling. Please be thoughtful and plan carefully.

10) WHO APPROVES MY PROGRAM REPERTOIRE CHOICES?

The **Recital Repertoire Approval Form** included with the Recital Confirmation Packet is required for all recitals. It requires the written approval of the Major Teacher and Department Chairperson. This completed form is the means by which a request for printed programs is initiated. This must be submitted to the Scheduling Office as part of the Recital Confirmation Packet 8 weeks before the recital date. At that time, a copy is made for the Scheduling Office to keep and the original must then be submitted by the student to the Concert Office located across from Miller Recital Hall that same day. The Concert Office will also require that an electronic version (WORD document) of the program also be submitted after the form is turned in.

11) WHAT IF I NEED A HARPSICHORD OR CELESTE?

Students who plan to use a harpsichord or celeste in their recitals must come to the Scheduling Office (Room 110A) for information on how to arrange these if they are not normally located in the scheduled recital hall.

12) HOW CAN I ARRANGE FOR A RECEPTION AFTER MY RECITAL?

The space for the post-recital receptions must be reserved through the Scheduling Office by completing the **Reception Reservation Request Form** included in your Recital Confirmation Packet. A section of the cafeteria will be assigned on a first come, first served basis.

13) MAY I GIVE MY RECITAL OFF CAMPUS?

Any required recital given in a venue outside of Manhattan School of Music must have the prior written approval of the Major Teacher and Department Chairperson. Documentation of the recital (a copy of the printed program and audio recording of the recital) must also be provided to the appropriate Chairperson. Any costs incurred in giving a recital at an outside venue, whether required or non-required, are the responsibility of the student. To request an off-site recital, the student must complete a **General Petition**, available in the Office of the Registrar, which requires faculty signatures and administrative approval, as indicated on the form. If you are giving your recital off campus, you are required to submit a program signed by your major teacher to the Registrar's Office within three (3) business days of your recital. This will serve as proof of completion of the recital requirement.

14) HOW DO I GET MY RECITAL RECORDED?

For all graduating seniors:

All bachelor senior graduation recitals (i.e. the recital needed to fulfill your graduation requirement, not including BM Junior Vocal Recitals) will be recorded by the Recording Department. Students must fill out the Senior Graduation Recital Recording Request Form, which will be included in the Recital Confirmation Packet. The completed recital recording form must be turned in **directly to the Recording Office** (Room 234) between the hours of 9 AM -1 PM, Monday through Friday, at least 1 month prior to the recital date. Requests received less than 1 month prior to the recital will incur a \$70 late fee. **Failure to turn in Recording Request Form will result in the recital not being recorded.**

For all other students:

You must fill out and submit a Recital Recording Request Form, available in the Recital Confirmation Packet. The completed recital recording form must be turned in **directly to the Recording Office** (Room 234) between the hours of 9 AM -1 PM, Monday through Friday, at least 1 month prior to the recital date. You are strongly urged to request a recital recording as soon as you pick up your Recital Confirmation Packet. Requests received less than 1 month prior to the recital will incur a \$70 late fee.

All concerts, events and student recitals at MSM are recorded by the Myers Recording Studio facility and its staff *only*. Personal audio recording is strictly prohibited. Violation of this policy will result in school sanctions.

15) CAN MY RECITAL BE VIDEOTAPED?

Yes, Videography is offered through the Recording Department **ONLY** in Mikowsky Hall.

For all other halls Recording can provide you with the appropriate release forms and the name of a professional videographer if you need to videotape your recital.

16) WHAT IF I CANNOT GIVE MY RECITAL ON THE DATE I'M ASSIGNED?

CANCELLATIONS, CHANGES, EXCHANGES:

Any recital date cancellation, change, or exchange between students must be initiated by completing the Recital Date Change Request Form, available in the Scheduling Office, **no later than two calendar months prior** to the recital.

If a student decides to share a recital with another student, they must both obtain signatures approving the change for the scheduled recital and the addition of another student. Their recital program must also be approved by each student's major teacher and department chairperson.

Any cancellation or change made within two calendar months of your scheduled recital date will incur a \$100 charge, with the exception of a documented medical or family emergency. Cancellations, for any reason, will be rescheduled on a space-available basis and could affect a student's graduation date.

17) HOW DO I ARRANGE FOR MY DRESS REHEARSAL?

Requests for Recital Dress Rehearsals must be made at least **four weeks** prior to the date of the recital. Because of the large number of recitals scheduled, dress rehearsal times are limited and not guaranteed for every student with a recital. To secure your dress rehearsal time, a student needs to have turned in the **Stage Setup Form** and the **Recital Repertoire Approval Form** to the Scheduling Office no later than **two calendar months** before the scheduled recital date.

Dress rehearsal requests in Greenfield Hall must be emailed to jhogue@msmny.edu. Recitals in the remaining halls may be scheduled in person at the Scheduling Office window.

18) WHAT IF I DON'T FULFILL MY RECITAL REQUIREMENT?

You will not graduate.

PLEASE NOTE: ALL performances and academic requirements must be completed by May 31st in order for a student to receive a degree in the Spring. **Recitals taking place from May 11 to May 31 must be performed off campus.** A student with a legitimately documented medical or family emergency may be approved to postpone a performance requirement. That requirement must **THEN** be fulfilled after the start of the following semester and prior to the end of the Add/Drop period. In all other cases, the student will be required to register for their performance requirement(s) and half-time lessons for the following semester. Their graduation date will be delayed.

19) HOW DO I AVOID LATE FEES?

To avoid late fees, please plan your recital and follow all the recital policies carefully. If you are unsure about any part of the policies for planning your recital at MSM, please do not hesitate to ask the Scheduling Department. We are here to help you! The Scheduling Department is located in Room 110A, across from the Student Life office.

20) WHAT ARE THE FEES THAT POOR PLANNING MAY INCUR?

If we have not received a **completed** Recital Confirmation Packet or **completed** Date Change/Cancellation form at **least 2 months before your recital date**, you will incur a \$50 fee.

If we have not received a **completed** Recital Confirmation Packet or **completed** Date Change/Cancellation form at **least 1 month before your recital date**, you will incur a \$100 fee.

LATE RECORDING SCHEDULING FEE: A **\$70** late fee will be charged for recording requests received less than four weeks prior to the recital date.

FAILING TO SHOW UP FOR YOUR SCHEDULED RECITAL: A **\$150** fee will be charged for any student who fails to show up for his or her scheduled recital.