

MSM Recital Procedures

Frequently Asked Questions (FAQ)



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1) HOW DO I SCHEDULE MY RECITAL?

A. APPLY Students must submit a **Recital Application** during the Spring semester *prior* to the academic year in which the recital will take place. This application includes a signed acknowledgment of the understanding of all recital policies laid out in this document. Student Recital Applications for the 2009-2010 academic year (including the Fall *and* Spring semesters) are due by **MAY 15th, 2009**.

B. BRING HOME All students who submit a Recital Application will receive an email informing them of their scheduled recital date. All students must then pick up a **Recital Confirmation Packet** from the Scheduling Office. If students are away for the summer when they receive their recital date and the recital takes place within the first two months of the Fall semester, it is their responsibility to download a Recital Confirmation Packet from the student website (www.msmstudents.com) so it can be completed and returned to the Scheduling Office on time.

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

2) WHEN DO I SUBMIT MY RECITAL APPLICATION?

For the 2009-10 academic year, a Recital Application must be completed and returned to the Scheduling Office on or before May 15, 2009. For new or returning leave-of-absence students, Recital Applications are due at the start of the 2009-10 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 2009 recital dates will be emailed to the email address provided on your Recital Application in addition to your MSM email address on or before **July 15, 2009**. Spring 2010 recital dates will be emailed on or before **August 15, 2008**. The Scheduling Office cannot be responsible for changed or cancelled email addresses.

4) IN WHAT ORDER DO YOU SCHEDULE RECITALS?

Recital assignments made by the Scheduling Office are based on information provided on the Recital Application in conjunction with performance space available 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, recitals are scheduled on a first-come, first-served basis.

5) HOW CAN I ENSURE THAT I GET THE DATE I WANT?

Given time and space constraints at MSM, in addition to the high number of recitals to be scheduled (especially in the Spring semester), it is not possible to guarantee any single date. This is why we ask for as many as 20 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!

6) WHEN CAN I GIVE MY JUNIOR VOICE OR NON-REQUIRED RECITAL?

For the **2008-09** academic year, all non-required recitals and junior-year voice recitals must take place prior to February 27, 2009. For the **2009-10** academic year, these recitals must take place prior to February 26, 2010.

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 date. **Your recital is not confirmed until you complete the forms in this packet and return them to the Scheduling Office (Room 110A). This must be completed no later than two (2) calendar months before your recital date.**

Your packet contains:

1. **Recital Packet Cover Sheet** indicating the date, time and hall for your recital
2. **Recital Repertoire Approval Form**
3. **Stage Setup Form**
4. **Reception Reservation Request Form**
5. **Recital Recording Instruction Sheet** that directs you to schedule the recording of your recital directly with the Recording Department (Room 234)

8) HOW LONG CAN MY PROGRAM BE?

All recitals must be completed within the allotted time below 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

The **Recital Repertoire Approval Form** requires that students 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 ensure that all recitals do not exceed their given time allotment and, therefore, do not conflict with subsequent recitals and usher scheduling. Please be thoughtful and plan carefully!

9) 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 form must be submitted to the Scheduling Office as part of the Recital Confirmation Packet two calendar months before the recital date. At that time, a copy is made for the Scheduling Office to keep and the original must be submitted by the student to the Concert Office if the student would like to have recital programs printed (free of charge). The Concert Office also requires that an electronic version (WORD document) of the program be submitted by the student after the form is turned in to them.

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

The spaces for 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.

11) IS MY RECITAL AUTOMATICALLY RECORDED?

No. You must request to have it recorded. Bring your **Recital Packet Cover Sheet** to the Recording and Distance Learning Department in Room 234 (between the hours of 9:00AM-1:00PM, Monday through Friday) at least four weeks prior to the recital date, and complete a **Student Recital Recording Request Form** and **Recording Release Agreement**. You are strongly urged to request a recital recording as soon as you pick up your Recital Confirmation Packet, as requests received less than four weeks prior to the recital will incur a \$100 late fee.

12) CAN MY RECITAL BE VIDEOTAPED?

Videography is not offered through the Recording Department. They can provide you with the appropriate release forms and the name of a professional videographer if you need to videotape your recital.

13) HOW DO I ARRANGE FOR A 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 a dress rehearsal time, a student needs to have already turned in their completed Recital Confirmation Packet to the Scheduling Office.

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

14) WHAT IF I NEED A HARPSICHORD OR CELESTE?

Students who plan to use a harpsichord or celeste in their recital **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.

15) WHAT IF I CANNOT PERFORM MY RECITAL ON THE DATE I'M ASSIGNED?

CANCELLATIONS, DATE CHANGES, EXCHANGES:

Once you have received the email notification with your scheduled recital date, any recital date cancellation, change, or exchange between students must be done by completing the **Recital Date Change Request Form**, available in the Scheduling Office. This form must be submitted no later than two calendar months prior to the given recital date.

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

16) 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.

17) 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 16 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.

18) HOW DO I AVOID LATE FEES?

To avoid late fees, please plan your recital and follow all recital policies and procedures 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!

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

LATE APPLICATION FEE: A **\$50** fee will be charged for a late application for a recital. A Recital Application must be turned in to the Scheduling Office in the Spring semester of the school year prior to which the recital will take place. For new students or returning leave-of-absence students, applications are due **AT LEAST** three months in advance of any desired date.

LATE CONFIRMATION FEE: A **\$50** fee will be charged for failing to confirm recitals two calendar months in advance of the recital date. Your recital is confirmed only when you have returned the completed Recital Confirmation Packet to the Scheduling Office.

LATE DRESS REHEARSAL SCHEDULING FEE: A **\$50** fee will be charged for the late scheduling of a dress rehearsal. Dress rehearsals must be scheduled one calendar month in advance of your recital.

LATE CANCELLATION FEE: Once a student has been emailed his or her recital date, a **\$100** fee will be charged for the cancellation or change of date of any recital that is fewer than two calendar months away.

LATE RECORDING SCHEDULING FEE: A **\$100** 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 to his or her scheduled recital.