

# MEMORIAL UNIVERSITY SCHOOL OF MUSIC

## RECITAL TIMELINE

Now

**Complete the Recital Information Form** (Google doc) at the link [https://docs.google.com/forms/d/e/1FAIpQLScG8JXM30p9XJz-03unLime2MY7jLCyTISVFDZNZ0jiKZQRaw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScG8JXM30p9XJz-03unLime2MY7jLCyTISVFDZNZ0jiKZQRaw/viewform?usp=sf_link) and submit it by **Monday, February 20th**. You will be contacted with your tentative recital date soon after. The Concert and Facilities Coordinator has your instructor's availability and will ensure that your panelists are confirmed.

**Review School of Music Recital Protocol** – Everything you need to know about your recital is in the “School of Music Recital Protocol” attached.

Five weeks before

**Complete a Recital Application Form** once you have your recital date and time, including your precise recital repertoire and ask your instructor to approve and sign it. No changes to the recital program will be allowed after this time without your instructor's written consent.

**Pre-jury** – If your recital is an optional recital under the terms of Music 440B you may be required to play a pre-recital jury. Consult with your performance instructor whether or not this will be required, and establish the date for the jury.

Four weeks before

**Pre-jury** – If you are required to perform a pre-recital jury for permission to give a 440B recital you must have completed the jury by one month before your recital date.

**Book your dress rehearsal time** – You are entitled to one hour in the hall as dress rehearsal (two hours for 445B, 645B and 745B).

Three weeks before

**Program and Program Notes** – Program copy must be submitted to Maureen Houston (mhouston@mun.ca) electronically **no less than three weeks before** the recital date. Students in Music 445B must also submit program notes (not to exceed 350 words). Vocal recitals may submit song text translations. Preferred format for submission is Microsoft word; other compatible word processing formats are acceptable. Please ensure that all necessary information is contained on the program you submit.

Two weeks before

**Program and Program Notes** – Formatted program and program notes will be returned to you in hard copy for proof reading.

**Pay for your Livestream** – Livestreams are \$100 plus HST for Single Camera productions and \$150 plus HST for a two camera shoot. You will receive your Livestream link once the Livestream has been paid for.

One week before

**Program and Program Notes** – Return proofread program and program notes to the main office for printing.

**Additional rehearsal time** – Additional rehearsal time in the hall may be booked with the Concerts and Facilities Coordinator at this time, if there is available space.

**Confirmations** – Please confirm all booking arrangements with the Concerts and Facilities Coordinator.

## **RECITAL LENGTH REQUIREMENTS**

Students are responsible for providing their own collaborative pianist for accompanied repertoire. If not performing from memory, students must perform from an original score, not unauthorized copies.

All students in **345B** must present a public recital consisting of 25 to 35 minutes of music. Each recital must be presented in a continuous half-hour format (i.e., not alternating with another student).

All students in **445B** must present a public recital consisting of 50 to 60 minutes of music, with program notes. The recital will normally be scheduled before the last day of classes.

With the permission of the instructor, students in **440B** may present a public recital consisting of 25 to 30 minutes of music instead of a jury examination. Each recital will normally be performed as a complete, continuous program.

All students in **645B** must present a public recital consisting of 50 to 60 minutes of music, with program notes. The program notes may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice.

All students in **745B** must present a public recital consisting of 50 to 60 minutes of music, with program notes, either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice.

Students in **647B** must present a public recital consisting of 30-50 minutes of music, with program notes which may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice. NOTE: At least one of the two recitals for the degree (Music 647B or 747B) must be a minimum of 45 minutes in

length.

Students in **747B** must present a public recital consisting of 30-50 minutes of music, with program notes which may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice. Recitals are evaluated by a panel of three faculty, including the student's applied instructor. At least one of the two recitals (Music 647B or 747B) must be a minimum of 45 minutes in length.

## SCHOOL OF MUSIC RECITAL PROTOCOL

### CREDIT RECITALS

#### **Access to D.F. Cook Recital and Suncor Energy Hall for Recitals**

Access to the D.F. Cook Recital Hall or Suncor Energy Hall for student recitals is accorded only to students who are required or entitled to give a public recital as part of their performance course, i.e., students in Music 440B, 345B, 445B, 4140, 645B, 647B, 745B, 747B, 7210 or 7310.

Students may not "share" programs with musicians who are not registered in the program, with the exception of professional musicians who contribute to the program as chamber musicians or collaborative pianists.

#### **Booking and Permissions**

Your tentative recital date, time and venue will be communicated to you by the Concerts and Facilities coordinator before **March 3, 2023**. Once you receive this information you must complete the Recital Application Form including program information, and ask your instructor to sign it. This form should be handed in to the Concerts and Facilities Coordinator who will take care of getting the Dean's signature. No reservations will be confirmed without the presentation of the written approval of the performance instructor. Such permission is dependent on the final determination of the complete recital program, including timing. No changes to the program will be admitted after submission without written permission of the instructor and director. In the case of programs which require an accompanist, the accompanist must be selected from a list of accompanists approved by the School.

One month before your recital date you may book a one hour dress rehearsal (two hours for student in 445B, 645B or 745B) with the Concerts and Facilities Coordinator (MU-2034A). One week before your recital, you may book additional rehearsal time if time is available.

Students who have elected to perform an optional recital (Music 440B or other optional recital) may be required to play a pre-jury one month before performance date to confirm permission to give the recital. The pre-jury will be adjudicated by the performance instructor and one other faculty member. The right to give the optional recital can be canceled on the recommendation of the pre-jury panel. If an optional recital is canceled, notice must be given to the Dean and the Concerts and Facilities Coordinator.

**Recital preparation**

In January of each year there will be a mandatory briefing session for all students scheduled to give recitals outlining recital etiquette, the critical path for publicity and program preparation.

The printed program (and program notes, where applicable) must be submitted to Maureen Houston (mhouston@mun.ca) a minimum of three weeks before the recital date. Program information must include:

- full title
- movements (if any)
- full name of composer with year of birth (and death, if applicable)
- name(s) of accompanist and/or assisting artists (if any).

The student and the performance instructor will be required to proof-read all print material for the recital. Errors which remain in the printed program may result in a penalty on the performance evaluation. The final, proofread recital program must be submitted to Maureen Houston no later than one week before the performance date. Late submitted programs will not be printed and could result in a penalty on the performance evaluation.

**NON-CREDIT RECITALS**

No student will be permitted to hold a public recital in the School of Music building without permission from his or her applied studies instructor. Approved non-credit recitals will be assigned after all other recitals have been scheduled. A \$50 charge applies for all non-credit recitals, including rental and personnel costs. Non-credit recitals will not have access to official school letterhead, promotional materials and will not be recorded.

## **AUDIO RECORDING of STUDENT RECITALS**

### **ACADEMIC CREDIT RECITALS**

Academic credit recitals, required by the degree program, are recorded for archival purposes. Students wishing to have a copy of the audio recordings of their recital can request them from the Concerts and Facilities Coordinator.

A fee applies for all other special requests for audio recordings. Please see the Music Technologist (MU-2034) for details.

### **VIDEO RECORDING of STUDENT RECITALS**

We do not provide a video recording service for student recitals, however in order to ensure public video recording does not disrupt performances, we do have a protocol that must be followed in the event that you wish to arrange your own videotaping through a family member or friend, using their own equipment.

An indication must be made on the recital request form that you wish to video record your recital. A student assistant will be available prior to the start of your recital to show the camera operator to the permissible spots for recording – the wheelchair bay at the back of the seating area or the crow's nest in the sound booth for the D.F. Cook Recital Hall, and the back centre seating position in Suncor Energy Hall. Audience members must not be inconvenienced and will not be asked to move, so it is suggested that your camera operator be in place early. Camera operators are not permitted to move around the hall or provide a distraction to audience or performers in any other way.

### **LIVESTREAMING of STUDENT RECITALS**

The School of Music provides a Livestreaming service for Student Recitals on a cost recovery basis. Static Single Camera productions streamed to Youtube are available for credit recitals at a cost of \$100 plus HST. Students may also opt for a Two Camera production streamed to Youtube at a cost of \$150 plus HST.

If you wish to have your recital livestreamed, indicate your preference on the Recital Application form and the Concerts and Facilities Coordinator will provide you with the details. Livestreams must be paid for in advance at the desk in MU 2034.

## Recital Program Style Guide

(adapted from Florida State University, Rice University and the Chicago Manual of Style)

1. Include ALL information for the piece: full names of composers, composer dates, opus numbers, keys, etc. as appropriate.
2. List titles correctly and completely. Check library catalogue listings, which are often more accurate than the printed score. Include these items when appropriate:
  - a. number within a series: Sonata **no. 3**
  - b. key: Sonata no. 3 in **F-sharp minor**
  - c. opus number: Sonata no. 3 in F-sharp minor, **op. 23**
  - d. number within an opus: Trio in C minor, op. 1 **no. 3**  
\*note that opus and number are customarily abbreviated to op. and no.
  - e. thematic catalogue number. See the next section, "Catalogue Numbers." (If you need help with these, ask your applied teacher.)
  - f. date of composition, if written less than 50 years ago OR the composer is still living, in brackets after the title: Fragments (1976)
  - g. movements, as given in the score, in italics:  
Trio in C minor, Op. 1, No. 3  
*Allegro con brio*  
*Andante cantabile con variazioni*  
*Menuetto: Quasi Allegro*  
*Finale: Prestissimo*
3. **NOTE** that keys are written out fully (F-sharp minor) and the key is lower case. Modifiers "sharp" and "flat" use a hyphen to attach them to the letter name of the key and begin with a lower case letter.
4. Catalogue Numbers. If your program contains works by these composers, the following information should be included for each:

| <i>Catalogue</i>                          | <i>Example</i>                   |
|---|----------------------------------|
| Haydn: Hoboken                            | Sonata in C minor, Hob. XVI/52   |
| Schubert: Deutsch                         | Sonata in B flat major, D. 960   |
| Bach, J.S.: BWV (Bachs-Werke-Verzeichnis) | Partita in B flat major, BWV 825 |
| Mozart: Köchel (Köchel-Verzeichnis)       | Sonata in B flat major, K. 333   |
| Scarlatti, Domenico: Kirkpatrick          | Sonata in E major, K. 375        |
5. Use the full name of a composer whenever possible, with dates or birthdate:  
George Frederic Handel (1685-1750)  
OR  
George Crumb (b. 1929) **Note** the use of "b." rather than the date alone.
6. Please do not forget your **PIANIST** or other assisting artists!

- a) If pianist is playing 50% or more of the program, he/she should receive equal billing at the top.
- b) Assisting artists who are playing on only one piece should be listed just below the work in which they play