



School of Creative and Performing Arts  
Division of Music  
CHD 100 Craigie Hall  
2500 University Dr NW  
Calgary, AB T2N 1N4  
Telephone: (403) 220-5313

To: Graduate Recitalists

Date: September 17, 2021

From: The SCPA - Music Office

Re: RECITAL REQUIREMENTS

### 1 STUDENT RECITAL CONTRACT

Please make sure to read your contract so that you are aware of recital procedures. Your contract will need to be signed by both you and your instructor and then emailed to the Graduate Program Administrator: Alison Schmal ([aschmal@ucalgary.ca](mailto:aschmal@ucalgary.ca)) no later than Monday, **November 1**.

### 2 RECITAL & DRESS REHEARSAL SIGN-UP SHEETS

A Recital and Dress Rehearsal Sign-Up form will be emailed out to recitalists via SignUpGenius on Wednesday, **September 22 at 9 AM**, so that you can select a date and time for both your student recital and dress rehearsal. You must select your dates by Wednesday, **October 6 at 4 PM**.

It is imperative that all graduate recitalists follow these procedures when selecting a recital date.

### 3 RECITAL PROPOSAL

Please complete your Recital Proposal form, making sure that all of the required information has been filled out:

1. Complete names of titles, names of movements and opus numbers
2. Complete names of composers and dates must be included
3. Accurate timing of works to be performed
4. Full names of accompanists and any other participating performers

*\*All proposals must be approved and signed by your supervisor and handed into the Graduate Program Administrator at least **eight weeks** prior to your recital. Once approved by the performance area, you may not change the repertoire to be performed without re-submitting your proposal for approval.*

### 4 RECITAL TECHNICAL INFORMATION

Your Tech Recital Information form needs to be completely filled out and submitted to the Graduate Program Administrator at least **eight weeks** prior to your recital. If you have any questions regarding your technical set-up, please contact Stage Manager Luke Dahlgren from University Theatre Services: or 403-220-8265

**If any of these forms are handed in late, you run the risk of having your recital cancelled or bumped to the Doolittle Studio or Craigie Hall F007.**

School of Creative and Performing Arts - Music  
Graduate Student Recital Contract  
2021-2022

*Please read, fill out and return to the office no later than **November 1, 2021***

**NAME** (Full Name): \_\_\_\_\_ **ID #** \_\_\_\_\_

**INSTRUMENT OR VOICE TYPE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TYPE OF RECITAL:** Graduate

**RECITAL DATE AND TIME:** \_\_\_\_\_

**RECITAL PROPOSAL DUE:** **EIGHT WEEKS PRIOR TO YOUR RECITAL**

- I have received and read a copy of Music's Recital Requirements and will comply with its requirements.
- **PROGRAMS:** I understand that I am responsible for creating & printing my own recital program and for handing them in to the box office at least one hour before my recital. All programme notes must be approved by my supervisor.
- I understand that I must provide the examining committee with **3 copies of my scores**, unless I am informed in advance by anyone on the committee. For concerto type works, only copies of the solo part are needed. For chamber music, including duo sonatas, the student must provide copies of the full score.
- I understand that once my recital dates are booked, I cannot switch times without getting permission from the Kathy Race (Craigie Hall D110, 403-220-8493 or klrace@ucalgary.ca)
- I understand that if I want to have a reception following my recital, I must book it **no later than two weeks before my recital** by contacting the University Theatre Services Front of House Manager, (Craigie Hall, room D112 or 403-220-4906).
- I understand that if I decide to use the harpsichord for my recital, that it will only be tuned for my performance and **not** for my dress rehearsal (unless I wish to pay for additional tunings). If using the harpsichord, I must speak with stage manager Luke Dahlgren.
- I agree that the **ONLY** acceptable reason for requesting a change of recital date is a medical condition or death in the family and that I must get permission from the Faculty of Graduate Studies and the Music Lead (Dr. Rod Thomas Squance). Anyone who changes his or her recital date runs the risk of having to perform his or her recital in another Division of Music space.
- I understand that if I do not meet the required deadlines for the Recital Contract, Recital Proposal and Recital Technical Information forms, that I risk having my recital cancelled by the Division of Music.
- I understand that recitals are university examinations. Only the Dean, Registrar or Music Chair can cancel or reschedule my recital and the request for cancellation or rescheduling should be submitted to the Music Chair in the first instance.
- I understand that I cannot notify the Rozsa Centre of cancellations or rescheduling. **Not abiding by these conditions will result in a failure on my examination.**

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Student Signature

Date

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Instructor Signature

Date

# School of Creative and Performing Arts - Music 2021/22 Graduate Recital Proposal

Name of Recitalist: \_\_\_\_\_ Recital Date: \_\_\_\_\_  
 Recitalist Instrument: \_\_\_\_\_ Performance Time: \_\_\_\_\_  
 Recitalist Email: \_\_\_\_\_ Recitalist Phone: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Name of Accompanist: \_\_\_\_\_

Recital Type: Graduate

Venue:  Eckhardt-Gramatté Hall  Other (Please Specify) \_\_\_\_\_

Title, Movement and Opus Number	Timing	Composer	Dates

**Graduate recitalists: include intermission in programme**  
*(Required times: Graduate: 60-70 min plus intermission)*

**Total Time:** \_\_\_\_\_

**Repertoire for all recitals should consist of contrasting material from different eras - technically and musically demanding.**

**Graduate recitals require programme notes: These should be done in consultation with your supervisor. High literacy standards are expected - especially so with regard to composer's names and musical terms. Programme notes may be returned to the student for revision if not up to expected standards.**

Approved By: Supervisor \_\_\_\_\_

**Complete and return to Graduate Program Administrator  
at least TWO MONTHS prior to your recital!**

**OFFICE USE ONLY**

Music Graduate Program Director \_\_\_\_\_

# Graduate Recital Technical Information

School of Creative and Performing Arts  
Division of Music

## Performance Details

Venue \_\_\_\_\_  
 Artist/Ensemble Name \_\_\_\_\_  
 Performance Date \_\_\_\_\_  
 Performance Start Time \_\_\_\_\_  
 Arrival Time (not before 6 PM) \_\_\_\_\_ *for performance*  
 \* The Hall will not be available until the time indicated.

### Please provide details on the general structure of the concert.

First Part (total mins) \_\_\_\_\_  
 Intermission (total mins) \_\_\_\_\_  
 Second Part (total mins) \_\_\_\_\_  
 Total Run Time \_\_\_\_\_

*\*Minimum Run Times for Recitals*  
 Graduate: 60-70 mins plus intermission

Number of performers \_\_\_\_\_ stands \_\_\_\_\_ chairs \_\_\_\_\_

Please explain \_\_\_\_\_  
 \_\_\_\_\_

Do you require a conductor's music stand? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require conductor's podium? Yes \_\_\_\_\_ No \_\_\_\_\_

## Technical/PA Requirements

**Please indicate whether you will be using the following equipment.**

**Mic** \_\_\_\_\_ How Many? \_\_\_\_\_

**Mix** \_\_\_\_\_

**Monitor (playback)** \_\_\_\_\_

Indicate playback medium USB \_\_\_\_\_ Computer \_\_\_\_\_

**Streaming Feed** \_\_\_\_\_

**Special Effects** \_\_\_\_\_

Computer \_\_\_\_\_ Delays \_\_\_\_\_ Reverb \_\_\_\_\_ Lighting \_\_\_\_\_

\*If you have any technical requirements not outlined here, please see Luke Dahlgren. (403) 220-8265 or lmdahlgr@ucalgary.ca

## Piano

Piano tuning time is pre-scheduled and must be booked with the Music Office. Piano tuning will be arranged for all Graduate Recitals, and for Senior Recitals where the recitalist is a piano major.  
*\*Please note that pianos in the Hall are already tuned on a regular basis.*

Which piano(s)? 9ft Yamaha \_\_\_\_\_  
 9ft Steinway \_\_\_\_\_  
 9ft Bechstein \_\_\_\_\_

*Note: UTS will remove lids for performances only.*

Other Keyboard Instrument:  
 Please explain \_\_\_\_\_

**Baffles:** Down \_\_\_ Half Way Up \_\_\_ Up \_\_\_

## Diagrams: Concert Set-up Requirements

Please illustrate a separate diagram for each stage change:


## Archival Recordings

UTS will audio and video record the concert on a blank USB memory stick (no less than 8 GB) provided by the student. If anyone wishes to make a copy of a particular recital, they will have to contact the student directly and make arrangements.

## Receptions

Your reception must be booked no later than two weeks before your recital. Contact the UTS Front of House Manager at (403)-220-4906 to book your reception.