

To: All Junior, Senior & Integrated Studies Recitalists

Date: September, 2022

From: The SCPA - Music Office

Re: RECITAL REQUIREMENTS

All student recitalists must email the following forms to – **Kathy Race**: klrace@ucalgary.ca

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 Kathy Race: klrace@ucalgary.ca no later than Tuesday, **November 1**.

2 RECITAL & DRESS REHEARSAL SIGN-UP FORMS

A Recital and Dress Rehearsal Sign Up form will be emailed to recitalists via SignUpGenius on Wednesday, **September 23 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 5 at 4 PM**.

3 RECITAL PROPOSAL

Please complete your Recital Proposal, making sure that all the required information has been filled out. It is important for you to edit and proofread your proposal and it is also your responsibility to ensure that all of the following information is included on your proposal:

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 instructor and the Performance Chair (Dr. Rod Squance) and emailed to Kathy Race (klrace@ucalgary.ca) at least **six 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 recital technical information form needs to be completely filled out and emailed to Kathy Race: klrace@ucalgary.ca at least **six weeks** prior to your recital. Only senior and grad recitalists can have extra technical set-ups and will be allowed to use the harpsichord. If you have any questions regarding your technical set-up, please contact Alex Bohn- from University Theatre Services: alexander.bohn@ucalgary.ca or 220-8265

If any of these forms are handed in late, you will automatically be deducted marks from your Performance Seminar course and you also run the risk of having your dress rehearsal cancelled or bumped from the Eckhardt – Gramatté Hall.

School of Creative and Performing Arts- Music
Student Recital Contract
2022/23

Please read, fill out and email to Kathy Race (klrace@ucalgary.ca) no later than Monday, November 1, 2022

NAME (Full Name): _____ **ID:** _____

INSTRUCTOR: _____

INSTRUMENT OR VOICE TYPE: _____

PHONE: _____ **EMAIL:** _____

TYPE OF RECITAL: Senior Junior Integrated Studies

RECITAL DATE AND TIME:

RECITAL PROPOSAL DUE: **6 WEEKS PRIOR TO YOUR RECITAL**

- I have received and read a copy of the 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 instructor/advisor. A program template will be emailed to all student recitalists.
- I must provide the jury with **3 copies** of my scores, unless I am informed in advance by any of the jury members. 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 dress rehearsal is booked, I cannot switch my rehearsal time without getting permission from Kathy Race (klrace@ucalgary.ca).
- I understand that if I decide to have my recital livestreamed, it will be open to the public.
- 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 Front of House Manager, Lizzy Evashkevich (lizzy.evashkevich@ucalgary.ca).
- I understand that only senior and grad students can use the harpsichord for their recital and if they decide to use the harpsichord, it will only be tuned for their performance and not for their dress rehearsal (unless they wish to pay for additional tunings).
- 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 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 assigned music space.
- I understand that if I do not meet the required deadlines for the Recital Contract, Recital Proposal and Recital Technical Information forms, I risk losing marks on my recital or having my recital cancelled by the Division of Music.
- I understand that recitals are university examinations. Only the Registrar or Music Lead can approve the cancellation or rescheduling of my recital and the request for cancellation or rescheduling should be submitted to the Music Lead (Dr. Rod Thomas Squance), in the first instance.
- I understand that I cannot notify the Rozsa Centre of cancellations or rescheduling. Failure to abide by these conditions will result in a grade of "F" for the examination.

Student Signature Date

Instructor Signature Date

School of Creative and Performing Arts - Music
2022/23 Recital Proposal

Name of Recitalist: _____ **Recital Date:** _____

Recitalist Instrument: _____ **Performance Start Time:** _____

Recitalist Email: _____ **Recitalist Phone:** _____

Applied Teacher: _____ **Name of Accompanist:** _____

Recital Type: Senior Junior Integrated Studies
 Venue: Eckhardt-Gramatté Hall
 Other (Please Specify) _____

Title, Movement & Opus Number	Timing	Composer	Dates

Senior recitalists: indicate intermission placement **Total time of repertoire:** _____
Required times: Senior: 60-65 min plus intermission, Junior 40-45 min (no intermission)

Junior and Senior recitals require programme notes: These should be done in consultation with the Applied Teacher/Supervisor and 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:
 Applied Teacher/Supervisor _____
 Performance Chair (Dr. Rod T. Squance) _____

Complete and return at least FOUR WEEKS prior to your recital!

School of Creative and Performing Arts - Music

2022/23 Student Recital Tech Form

General Details

Venue _____
 Recitalist Name _____
 Performance Date _____
 Concert Start time _____
 Performance Arrival time _____
 (not before 6 PM)

*The Hall will not be available until time indicated

Concert Details

First Half (mins') _____
 Intermission (15 mins)
 Second Half (mins) _____
 Total Run Time _____

Minimum run times for Recitals
 Junior 40 - 45 mins, Senior 60 - 65 mins plus

General Technical Requirements

MC Mic? How Many? _____
 Instrument Mics? explain below

F.O.H Playback/mix? _____
 Personal Monitor Playback? _____
 Indicate playback medium _____

Stage Diagrams (please illustrate a diagram for each stage change). Do not leave blank.

Piece # Audience	Piece # Audience
---	---

Piece # Audience	Piece # Audience
---	---

Piano Requirements

Piano Yes No

Which piano(s)? 9ft Yamaha
 9ft Steinway
 9ft Bechstein
 (only for piano majors)

Other keyboard instruments? Please explain:

Stage and Hall Setup Requirements

Number of Performers _____
 Number of Music Stands _____
 Number of Chairs _____
 Conductor's Music Stand?
 Conductor's Podium?
 Choral Risers
 Stage Risers
 Baffless? (please check one)
 Down Half Way Up Up

Would you like your recital livestreamed? Yes No
 (All livestreams will be open to the public)

Please include additional information here:

Archival Recordings

UTS will transfer an audio and video recording of each recital 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.

(For UTS Only)

Video

Livestream

Audio

Archival (One Camera)

Multi-Camera Capture

Archival Microphone Recording

Multi-Microphone Recording

Lighting & FX

Standard Concert Lighting

Special Lighting (colors, spots or specials)