



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 16, 2020

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 submitted to the Graduate Program Administrator: Alison Schmal no later than Monday, **November 2**.

2 RECITAL & DRESS REHEARSAL SIGN-UP SHEETS

A Recital Sign-Up form will be emailed out to recitalists on Tuesday, **September 22**, so that you can select a date and time for your recital. On Tuesday, **January 12**, a Dress Rehearsal Sign-Up form will be emailed out to recitalists so that you can choose your rehearsal time.

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
2020-2021

*Please read, fill out and return to the office no later than **November 2, 2020***

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 dress rehearsal is booked, I cannot switch my rehearsal time without getting permission from the Concert Manager, Kathy Race (Craigie Hall D113, 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 Chair. Anyone who changes his or her recital date runs the risk of having to perform his or her recital in F007 or Doolittle Studio.
- 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. If there is a death in the family or physical injury, 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.**

Student Signature

Date

Instructor Signature

Date

School of Creative and Performing Arts - Music
2020/21 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.

Rehearsals

Dress Rehearsals will be booked on a first come, first serve basis. There will be a rehearsal sign-up sheet posted outside of the music office in mid January. Rehearsal times may not be switched without the approval of the Concert Manager, Kathy Race. (403) 220-8493 or klrace@ucalgary.ca.

Receptions

Your reception must be booked no later than two weeks before your recital. Contact the Concert Manager - Kathy Race at klrace@ucalgary.ca to book your reception.