To: Graduate Recitalists

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 Sheet will be posted outside of CHD 100 (music bulletin boards) on Tuesday, September 22 so that you can select a date and time for your recital. This sign-up sheet will be taken down on Thursday, October 1. On Tuesday, January 12 a Dress Rehearsal Sign-Up sheet will be posted outside of CHD100 so that you can choose your rehearsal time. This sign-up sheet will be taken down on Thursday, January 28.
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) ____________________________

<table>
<thead>
<tr>
<th>Title, Movement and Opus Number</th>
<th>Timing</th>
<th>Composer</th>
<th>Dates</th>
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Graduate recitalists: include intermission in programme  
Total Time: __________

(Required times: Graduate: 60-70 min plus intermission)

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 ____________________________
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

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 UTS Front of House Manager at (403)-220-4906 to book your
reception.

School of Creative and Performing Arts
Division of Music
Graduate Recital Technical Information