

**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  
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To: All Junior, Senior & Integrated Studies Recitalists

Date: September 14, 2020

From: The SCPA - Music Office

Re: RECITAL REQUIREMENTS

All student recitalists must email the following forms to the **Concert Manager – Kathy Race**: [klrace@ucalgary.ca](mailto: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 the Concert Manager: [klrace@ucalgary.ca](mailto:klrace@ucalgary.ca) 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.

#### 3 **RECITAL PROPOSAL**

Please complete your Recital Proposal form, making sure that all of 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 (Laura Hynes) and emailed to the Concert Manager at least four 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 the Concert Manager: [klrace@ucalgary.ca](mailto:klrace@ucalgary.ca) at least four 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 Stage Manager - Luke Dahlgren from University Theatre Services: [Imdahlgr@ucalgary.ca](mailto:Imdahlgr@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  
2020/21

Please read, fill out and email to the Concert Manager: [klrace@ucalgary.ca](mailto:klrace@ucalgary.ca) no later than Monday, November 2, 2020

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:   **4 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 and by the Performance Chair (Laura Hynes). The Concert Manager will email all student recitalists a program template.
- 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 the Concert Manager: Kathy Race ([klrace@ucalgary.ca](mailto: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 Concert Manager: [klrace@ucalgary.ca](mailto:klrace@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 Chair (Dr. Rod Thomas Squance). Anyone who changes his or her recital date runs the risk of having to perform his or her recital in the Doolittle Studio or Craigie Hall F007.
- 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 Chair can approve the cancelation or rescheduling of 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. Failure to abide by these conditions will result in a grade of "F" for the examination.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

School of Creative and Performing Arts - Music  
**2020/21 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. Laura Hynes) \_\_\_\_\_

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

# 2020/21 Recital Technical Information

School of Creative and Performing Arts  
Music

## Performance Details

Venue \_\_\_\_\_  
Artist/Ensemble Name \_\_\_\_\_  
Performance Date \_\_\_\_\_  
Concert Start Time \_\_\_\_\_  
Arrival Time for Performance (not before 6 PM) \_\_\_\_\_

\* The Hall will not be available until the time indicated.

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

\*Please note Junior Recitals do not have an intermission.

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

### \*Minimum Run Times for Recitals

Junior 40-45 mins, Senior 60-65 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 will be arranged for all senior and graduate 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 \_\_\_\_\_  
                                  9 ft Bechstein \_\_\_\_\_

Note: UTS will remove lids for performances and dress rehearsal only.

Other Keyboard Instrument:

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

**Baffless:** 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 form emailed out in January. Rehearsal times may not be switched without the approval of the Concert Manager.

### 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.