



## SCHOOL OF MUSIC

### Spring 2017 Recital Information Packet

#### RECITAL SEQUENTIAL ORDER CHECKLIST

1. Register for recital credit
  - a. MUS 3190 junior/non-degree; MUS 4190/senior; or MUS 8980/graduate
2. See the Committee List on Blackboard after January 16, 2017
  - a. Note that Recital Committee's assignment may change during the first week of classes
3. Pay recital fee by following this link and clicking on the appropriate button for your instrument:  
<http://www.unomaha.edu/college-of-communication-fine-arts-and-media/music/student-involvement/recitals.php>
4. See the Online Calendar for available dates: <http://ems.unomaha.edu/virtualems/>
  - a. Click on 'Browse for Space'
  - b. Either scroll down to find Strauss PAC or click the 'Filter' tab to select the building and date
5. Consult with applied instructor, Recital Committee, and your accompanist to decide on hearing and recital dates
6. Sign-up dates are on a first-come/first-served basis starting on January 9, 2017 (check with Operations Manager Julianne Furey – students planning recitals in January or February may reserve a date/time after December 1, 2016) – your fee MUST be paid before you can schedule your recital
7. Confirm dates with Recital Committee and obtain signatures on Recital Confirmation Form
8. Submit completed Recital Confirmation Form to Operations Manager, Julianne Furey, to reserve your dates on the Master Music Calendar
9. Submit draft of Program at recital hearing – once Program is approved, submit final formatted Program (using the "Program Template" on Blackboard) to Operations Manager for printing
10. Submit completed Hearing Form directly to Recital Coordinator after hearing
11. You are completely responsible for all setup/teardown for your recital (it is recommended that you enlist the help of volunteers) – if you will be using any equipment that is locked, ask a faculty member for assistance with unlocking and locking back up

**All dates must be confirmed by Friday, March 10, 2017 or you will be dropped administratively and forfeit all tuition and fees. Incompletes will be given only with written permission from the Recital Coordinator.**

## RECITAL REQUIREMENTS

- **Performance Majors**
  - Must give a half-recital during junior year and a full recital during senior year.
  - Must strictly adhere to the following time requirements/limits:
    - § Half-recitals – 25-35 minutes of actual playing/singing
    - § Full recitals – 40-50 minutes of actual playing/singing; no more than 60 minutes total, including on- and off-stage time
    - § Graduate recitals – 45-60 minutes total, including both on- and off-stage time
- **Education Majors**
  - Must give a half-recital during senior year.
  - Must strictly adhere to the time requirements/limits of 25-35 minutes of actual playing/singing
- **All Students**
  - Must be enrolled in applied music in your major area the semester of, and the semester prior to, any non-degree, junior, and senior recitals.
  - Enrollment in either MUS 3190, 4190, or 8980 is required of all students performing degree and non-degree recitals. The information in this packet will serve as the syllabus for this course.
  - Junior performance students and senior education students should share the recital with another student whenever possible, with each student presenting 25-35 minutes of performance time

## RECITAL FEE

- Each student will pay a recital fee of \$75.00, which is due before scheduling a recital date and must be done via the PayPal account link below:  
<http://www.unomaha.edu/college-of-communication-fine-arts-and-media/music/student-involvement/recitals.php>
- This fee includes the recording costs and the printing of 56 programs (6 for the archives and 50 for the performance audience). If more than 50 programs are required, please make a note of the number requested on the Recital Hearing Form. If more than 100 programs are requested, a fee will be charged.

## FACULTY RECITAL COMMITTEE

- The Recital Coordinator is responsible for selecting a Faculty Recital Committee who will hear the pre-recital hearing and grade the actual recital. The Committee consists of three or four faculty members, one of whom is your applied instructor. The Committee must be comprised of at least two full-time faculty members.
- Following the recital, each Committee member will submit a Recital Evaluation Form to the Recital Coordinator. These grades are averaged and will determine the final for the course.

## APPROVED RECITAL LOCATIONS AND TIMES

- Room 105, as available, and to begin no later than 7:00 PM Monday through Friday
- Recital Hall, as available, and to begin no later than 7:00 PM Monday through Friday

## RESERVING DATES

- Recitals may be reserved on any weekday (Monday-Friday) as times are available. The latest available time to reserve a recital for both graduate and undergraduate recitals is 7:00 PM. Any later times that are proposed will not be accepted (see “Approved Recital Locations and Times” section on page 3 of this packet).
- Student recitals shall not occur during finals week of the Fall and Spring terms.
- All fees must be paid in full via the link above (see page 1) prior to reserving any dates.
- **Recital Confirmation Form and recital fee must be received by Friday, March 10, 2017.**
- Recital date and/or time changes in emergency situations involving the student, applied instructor, and/or Recital Committee members must be submitted in writing after consultation with the applied instructor and the Director of the School of Music.

## PRE-RECITAL HEARING

- No later than **two weeks prior** to the recital, the Faculty Recital Committee will hear the program to approve the recital. The pre-recital hearing may be held in any appropriate location in the Strauss Performing Arts Center. In many cases, the hearing will not be held in the Recital Hall. The location for the hearing shall be scheduled by the student after consulting with the applied instructor and the Operations Manager.
- A draft of the recital Program and a completed Hearing Form must be submitted at the hearing for approval.
  - o Once the Hearing Form is approved and signed by the Committee Chair, it must be submitted directly to the Recital Coordinator.
  - o As soon as the Program is approved, it must be correctly formatted (see “Program Template” on Blackboard) and sent as a Word document to the Operations Manager for printing – this must occur within **two working days** after the hearing. Failure to meet this deadline will result in no programs.
- All members of the student’s Recital Committee and collaborative performers must be present for the pre-recital hearing. If a student does not pass their hearing, both the Recital Coordinator and Operations Manager need to be notified by the Committee Chair.

## REHEARSAL TIMES IN THE RECITAL HALL

- Due to heavy demand for use of the Recital Hall, rehearsal times allotted for each student must be regulated. The following represents the maximum total rehearsal hours allotted for student recitals:
  - o Graduate Recitals 6 hours
  - o Junior Recitals

§ Piano/Organ/Percussion	3 hours
§ All other Performance areas	2 hours
o Senior Recitals	
§ Piano/Organ/Percussion	6 hours
§ All other Performance areas	4 hours
§ Music Ed.	3 hours

- All rehearsal times are subject to availability. This policy does not guarantee rehearsal times. All Recital Hall rehearsals must be scheduled with the Operations Manager. Rehearsal times may be pre-empted due to unforeseen circumstances that occur after the student has reserved Recital Hall space.

### PRINTED PROGRAMS

- All graduate and undergraduate Programs will use the same format. The student must provide a draft of the Program at the pre-recital hearing for revision/approval by the applied instructor.
- The final Program must be approved by the applied instructor. After the Program has been approved, it must be e-mailed (as a Word document) to the Operations Manager no later than **two days after** the pre-recital hearing. This document must be print-ready with all information in the proper format. All formatting should follow the “Program Template” located on Blackboard.
- The School of Music will provide 50 single-sheet copies of the recital Program. If more than 50 programs are required, please make a note of the number requested on the Recital Hearing Form. If more than 100 programs are requested, a fee will be charged. The printing of translations, if required by the applied instructor, is the sole responsibility of the student.

### RECEPTIONS

- You are welcome to hold a reception in the Strauss Performing Arts Center lobby following your recital. However, if there is a recital or event scheduled in the Recital Hall, the reception may not be held in the lobby and instead may be held in room 239, pending availability. The person(s) hosting the reception are responsible for making sure that the reception area is cleaned up and returned to the original condition in which it was found.
- Students are encouraged to use UNO Catering for food services (required for hot food items). Catering reservations are made through the Milo Bail Student Center at 554.2400. You must provide them with information regarding the menu and the approximate number of guests expected.
- If students would like to bring cold food items (cookies, cakes, chips, dip, non-alcoholic beverages, etc.) from outside vendors, then they need to complete the “Application for Exemption to the Food Policy” and submit it to the Catering Manager, Branden Williams, two weeks before the reception.

## **RECITAL SET-UP/TEAR-DOWN**

- Each student is entirely responsible for all set-up/tear-down/clean-up of the facilities used for their recital. The room(s) MUST be returned to the original condition in which it was found. This includes setting up any instruments and other equipment needed, and returning said instruments/equipment to where they were found, including locking up, immediately following the recital.
- For certain instruments/equipment, students will need to enlist the help of faculty for unlocking/locking.
- For any additional help needed, students are responsible for recruiting volunteers.

## **RECORDING POLICY (Student Edition) – Studio 153 Recording Services**

- The School of Music will record all concert performances produced on campus under its sponsorship. This includes all credited student and faculty recitals, ensemble concerts, and other events as directed by the Director. These recordings are used for archival, student evaluations, research, fundraising, and recruitment of students and faculty. The recordings are the property of the University and will be archived by the University.
- CD-quality audio files will be transferred electronically to the student within approximately 5 business days of the recital (slightly longer for more complex recordings). Additional copies may be obtained at a fee of \$15.00 per CD copy.
- The University reserves the right to distribute recordings or excerpts thereof for outreach (including playback on radio and/or the internet), fundraising, or scholarly purposes. The performer, with faculty consent, can request that a performance be marked confidential and not be made public. All recordings are intended for archival purposes and will meet the reasonable standards of the industry.

**If you have any questions, please contact Dr. Mary Perkinson, Recital Coordinator, at  
mperkinson@unomaha.edu**



SCHOOL OF MUSIC

Recital Confirmation Form

Name: \_\_\_\_\_ NU ID#: \_\_\_\_\_

UNO email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applied Instructor: \_\_\_\_\_ Instrument: \_\_\_\_\_

MAJOR

Bachelor of Arts     Bachelor of Music – Performance     Bachelor of Music – Education

TYPE OF RECITAL

Non-degree     Junior     Senior     Graduate

Is this a joint recital?     YES     NO    If yes, provide the name of the student: \_\_\_\_\_

RECITAL HEARING PROPOSED DATE: (held two weeks before the recital)

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ OPERATIONS MANAGER INITIALS: \_\_\_\_\_  
(Date)                      (Time)                      (Room)

RECITAL PROPOSED DATE:

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ OPERATIONS MANAGER INITIALS: \_\_\_\_\_  
(Date)                      (Time)                      (Room)

FACULTY RECITAL COMMITTEE:

I will attend the hearing and the recital at the appointed dates and times.

\_\_\_\_\_  
Committee Member 1: Applied Instructor                      Date

\_\_\_\_\_  
Committee Member 2                      Date

\_\_\_\_\_  
Committee Member 3                      Date

\_\_\_\_\_  
Committee Member 4 (not applicable for all recitals)                      Date

**\*\*RETURN THIS COMPLETED FORM TO THE OPERATIONS MANAGER\*\***