

Eastman School of Music Concert Office  
**2006-2007 Student Recital Handbook**

***QUICK REFERENCE GUIDE***

<b>FORMS</b>	<ul style="list-style-type: none"> <li>❑ You are responsible for obtaining and submitting any required forms to the Concert Office on time.</li> <li>❑ Please check relevant Concert Office deadlines when schedule your recital.</li> </ul>
<b>INSTRUMENTS</b>	<ul style="list-style-type: none"> <li>❑ You may choose from two Steinway grand pianos in Kilbourn Hall.</li> <li>❑ If you need to use a harpsichord, you must get the approval of the Instrument Office by submitting a request form at least 3 weeks before your recital. Forms for this are located in the Concert Office.</li> <li>❑ You are responsible for providing 2 additional non-performing stagehands to assist with harpsichord moves during performance and rehearsals.</li> </ul>
<b>LARGE ENSEMBLES</b>	<ul style="list-style-type: none"> <li>❑ If you plan to use an ensemble of 10+ players on your recital, you must submit a request to the Concert Office.</li> <li>❑ You must provide 1 non-performing stagehand to assist with setup and teardown for both the rehearsal and performance.</li> <li>❑ The Kilbourn Hall stage extension may or may not be in place for your recital; it cannot be provided or removed for students.</li> </ul>
<b>PERCUSSION</b>	<ul style="list-style-type: none"> <li>❑ You or your percussionist must get the approval of the percussion faculty in order to use ESM percussion equipment for your recital.</li> <li>❑ The Concert Office does not provide assistance in percussion set-up/teardown.</li> </ul>
<b>PROGRAMS</b>	<ul style="list-style-type: none"> <li>❑ Programs are produced by the Concert Office for a nominal fee.</li> <li>❑ Program information must be submitted 3 weeks prior to the recital.</li> <li>❑ You will have the opportunity to proof your program before it is printed.</li> <li>❑ You will be required to pay the Cashier and submit the receipt to the Concert Office in order to have your programs printed.</li> <li>❑ If you choose to produce your own programs, please deliver 15 copies to the Concert Office 1 week in advance of the recital.</li> </ul>

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<b>RECEPTIONS</b>	<ul style="list-style-type: none"> <li>❑ The Concert Office does not book spaces for student receptions. Food and drink are not permitted inside Kilbourn Hall, and the lobby is not available for receptions.</li> <li>❑ You may use the Cominsky Promenade if no other event is scheduled and if there are no Kilbourn Hall performances or rehearsals; (noise bleeds easily into the hall from Cominsky). Check with the Concert Office before making any plans to use Cominsky Promenade.</li> <li>❑ You may book a classroom with the Registrar for your reception.</li> </ul>
<b>RECORDING</b>	<ul style="list-style-type: none"> <li>❑ All degree recitals in Kilbourn Hall, Howard Hanson Hall and Ciminelli Lounge are recorded. <b>CHECK THIS</b></li> <li>❑ Non-degree recitals, lectures and Schmitt Hall recitals are recorded by request and at an additional fee.</li> <li>❑ You may order copies of your recital recording by submitting a form to Technology and Music Production.</li> </ul>
<b>SCHEDULING</b>	<ul style="list-style-type: none"> <li>❑ Student recitals in Kilbourn Hall, ESM 120, Howard Hanson Hall, and Ciminelli Lounge are scheduled by the Concert Office <i>in person only</i>.</li> <li>❑ All other rooms are booked through the Registrar's Office.</li> <li>❑ Performance spaces outside of the Eastman are booked directly with the venue.</li> <li>❑ Kilbourn Hall recitals are scheduled via the Concert Office Lottery. (Check the handbook for dates and procedures).</li> </ul>

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## Deadline Summary

When	What	Where
5 weeks before	Submit Large Ensemble Request Form	Concert Office
4-5 weeks before	Request special audio/visual needs	Technology & Music Production (ESM 60)
3-4 weeks before	Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall, Student Broadcast Clearance)	Concert Office
3-4 weeks before	Submit Instrument Request Form	Concert Office
1-2 weeks before	Submit Student Degree Recital Video Order Form Pay for Program (if program is being done by the Concert Office)	Cashier's Window
1-2 weeks before	Proof Program (if program is being done by the Concert Office) OR Submit 15 copies of self produced programs	Concert Office
After Recital	Student Degree Recital CD Order Form Pick up CD of Recital	Cashier's Window T&MP (ESM 60)



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<p><b>LOTTERY</b></p>	<p>Appointments to schedule student recital dates are determined by lottery. Students submit tickets during the course of lottery week, names are drawn, and the appointment schedule is posted on Friday afternoon. At the appointment, recitalists choose a date and time for their recital from a list of available slots. Please note: Discussions with faculty and accompanists for their availability should take place <u>prior</u> to the scheduled appointment time. Rescheduling of appointment times are subject to availability and is the responsibility of the recitalist.</p> <p><i>Fall 2006 Lottery – For Spring 2007 Recitals</i>          October 13 List of scheduling appointments is posted &amp; emailed          October 18 First day of signups          October 31 Last day of signups          January 15–22 ('07) Change/cancellation period for Spring '07 recitals</p> <p><i>Spring 2007 Lottery – For Fall 2007 recitals</i>          March 19-23 Students submit lottery tickets for Fall 2007 recitals          March 23 List of scheduling appointments is posted &amp; emailed          March 26 First day of signups          April 6 Last day of signups</p> <p>May 1 First day to sign up for degree recitals in summer 2007 (no lottery required)</p>
<p><b>FORMS</b></p> <p>This handbook, and all Concert Office forms are available online at:  <a href="http://www.esm.rochester.edu/concerts/forms.php">http://www.esm.rochester.edu/concerts/forms.php</a>.</p>	<p><b>Program/Staging Form</b>          The Program/Staging form is due <b>THREE WEEKS</b> (business days only) before the degree or non-degree recital. If your recital is on a weekend, the form is due on the last business day <u>before</u> your three week deadline. If this form is not submitted, the Concert Office reserves the right to assume that the recital has been unofficially cancelled, and may not provide ushers and/or equipment necessary for the recital. This form is Page 1 in the Recital Packet.</p> <p><b>Stage Diagrams for Kilbourn Hall Recital</b>  <i>This form is used by the Concert Office to provide facilities and ushers with accurate information to best facilitate your performance needs. It is imperative that we receive this information from you by the deadline in order to schedule resources in Kilbourn Hall. Using the symbols provided on this form, indicate stage set-up for each piece performed. Use a separate box for each stage change. This form is due <b>THREE WEEKS</b> before the recital, and must accompany your Staging form. This form is page 2 of the Recital Packet.</i></p> <p><b>Program Worksheet</b>          All recitalists must complete and submit this form <b>THREE</b> weeks before the recital. The Concert Office uses the information supplied on this form to create programs and T&amp;MP uses it when recording the recital.</p> <p><b>Request to use Large Ensemble Form</b>          Degree recitalists with ensembles of more than 10 players are required to</p>

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<p><b>FORMS</b> (cont'd)</p>	<p>complete and return this form to the Concert Office at least <u>FIVE WEEKS</u> in advance of the recital. Including a large ensemble will reduce the total number of minutes of music allowed, due to the extra set-up time required. Non-Degree recitalists may not have ensembles of more than 10 players.</p> <p><b>Student Broadcast Clearance</b>          Sign and return this form to the Technology and Music Production office (T&amp;MP, ESM Room 60). This form authorizes Eastman faculty members to use their discretion in approving recordings of student performances for radio broadcast. If this form is not returned, it will be assumed that the recitalist does not wish to be considered for this purpose, and no broadcast of this performance will be considered at any time. This form is also available through the T&amp;MP webpage: <a href="http://www.rochester.edu/eastman/esmtmp">www.rochester.edu/eastman/esmtmp</a></p> <p><i>Student Degree Recital Order Form (for CD's, etc)</i>          To order copies of the recorded recital, complete this form immediately after the performance. Payments can be made at the cashier next to the Information Window. Additional forms and more information is available at the T&amp;MP office. This form is available through the T&amp;MP webpage: <a href="http://www.rochester.edu/eastman/esmtmp">www.rochester.edu/eastman/esmtmp</a></p> <p><i>Instrument Office Request Form:</i>          To use the harpsichord or Positiv Organ, obtain the Instrument Request Form from the Concert Office and submit it <u>THREE WEEKS</u> in advance of your recital. Your harpsichordist's signature is required. It is your responsibility to check with h/her to make sure that they are on the Instrument Office list of approved harpsichordists.          Note: The Kilbourn Hall Aeolian Skinner Organ is not available for student recitals.</p>
<p><b>CANCELLATIONS</b></p>	<p>It is the student's responsibility to cancel any recital scheduled through the Concert Office by completing a "Cancellation Form" (available in the Concert Office). A recital is not cancelled until the request is signed by the student's teacher and then approved by the Director of Concert Operations.</p> <p>In order to make the recital halls available for as many events as possible, it is important that cancellations be limited. Recitals should be cancelled only because of unavoidable circumstances.</p> <p>Inadequate preparation, problems with assisting artists, or conflicts with other performing engagements ARE NOT considered ADEQUATE reasons for CANCELLATION.</p> <p>Performers cancelling a recital will be given the opportunity to schedule another recital during the same academic year only at the discretion of the Director of Concert Operations.</p>

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<p><b>PROGRAMS</b></p>	<p><i>Preparation:</i>            Programs are prepared for Degree Recitals by the Concert Office based on information from the Degree Recital Packet submitted by the performer <b>THREE WEEKS</b> before the recital. Packets received past this deadline are produced only at the discretion of the Concert Office and based on availability of resources. All recitalists will have one opportunity to proof their program before it is printed.</p> <p>The performer is responsible for typing and duplicating texts, translations and program notes, and is responsible for bringing them to the recital. Performer is also responsible for creating their own programs for Non-Degree Recitals.</p> <p><i>Costs:</i>            Programs are <b>\$7.00 for 50</b> or <b>\$9.00 for 100</b>. Payment for programs can be made at the Cashier’s Window, next to the Information Window, upon proofing. The Concert Office will submit programs for printing once a receipt is submitted to the Concert Office.</p> <p><i>Distribution:</i>            An usher will bring programs to the hall for Kilbourn Hall degree recitals. Programs produced by the Concert Office for all other venues must be picked up by the recitalist during regular business hours.</p>
<p><b>RECORDING AND AUDIO/VISUAL</b></p>	<p>The recording of degree recitals is one of the services provided by Eastman School of Music Technology &amp; Music Production Department. All degree recitals which take place in Kilbourn Hall, Howard Hanson Hall, Schmitt Recital Hall, and ESM Room 120 will be recorded. These recordings are catalogued by the Sibley Music Library and become a part of the Eastman Audio Archive. The Sibley Music Library is provided with a CD of each recorded degree recital to be played in the listening room on the third floor of the library.</p> <p>Sound reinforcement and any other special audio/visual equipment needs including video, transparency, film projection, or amplified instruments must be requested at least <b>FOUR</b> weeks in advance of the recital by contacting T&amp;MP (ESM Room 60). There may be a charge for these services.</p> <p>Please visit the T&amp;MP website at: <a href="http://www.rochester.edu/eastman/esmtmp">www.rochester.edu/eastman/esmtmp</a> for more information and for forms. Please note that there are deadline dates by which T&amp;MP must receive the completed forms pertaining to degree recitals which are to be recorded. Questions may be directed to T&amp;MP at 274-1130 or the office located in the basement of the Main Building, room ESM60.</p>
<p><b>INSTRUMENTS</b></p>	<p>Two Steinway “D” pianos (currently #941 and 292) resident in Kilbourn Hall are available for recitals. Use of the Kilbourn Hall harpsichord or positiv organ must be approved by the Instrument Office. To obtain this approval, recitalists must submit an Instrument Request Form to the Concert office <b>THREE</b> weeks in advance of their recital. A signature from an approved harpsichordist will be required. The Kilbourn Hall Aeolian Skinner Organ is under renovation and is not available.</p> <p><i>Prepared Piano:</i></p>

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<p><b>INSTRUMENTS</b> (cont'd.)</p>	<p>A prepared piano is defined as any activity involving affixing labels, marking, or inserting foreign objects into the piano or manipulating the strings other than through the keyboard. Before an Eastman School piano is prepared, approval from the Concert and Instrument Offices is required. Following the rehearsal or performance, all labels, markings, and other objects (as approved by the Instrument Office) must be completely and promptly removed, leaving no permanent traces in the piano. Steinway #292 is the only Kilbourn Hall piano which can be prepared.</p> <p><i>Piano Lids:</i>  It is generally not possible to remove piano lids for student performances. Special requests to remove lids will be approved by the Instrument Office only if submitted in advance, and only if it is possible to schedule ushers to remove and restore the lids. Performers may not remove or restore lids under any circumstance.</p>
<p><b>REHEARSALS &amp; WARM UP</b></p>	<p>Degree recitalists may schedule up to 1 1/2 hrs. of rehearsal time (inclusive of set-up and teardown needs).  The performer is responsible for setting up and clearing the stage after rehearsal, returning all chairs and stands backstage, covering pianos, returning harpsichord to its backstage location (at least 3 people are required to move pianos and harpsichords), and removing debris. Food and drink (except water) is prohibited in Kilbourn Hall. Taping the stage to mark positions is strictly prohibited. Ushers have standing orders to remove any tape found on stage. Rehearsal times are subject to availability, and are scheduled during the initial scheduling appointment.</p> <p><i>Warm Up time:</i>  Kilbourn, Howard Hanson Hall, Room 120, and Ciminelli will be available for warm-up one half-hour before the performance. Kilbourn Hall will be open to the public 10 minutes before the recital. The Green Room is available for dress and warm-up one half-hour before the recital.</p>
<p><b>STAGE CAPACITY</b></p>	<p>For degree recitals with ensembles larger than 10, a Large Ensemble Request form must be completed and submitted to the Concert Office FIVE weeks before the recital for approval. Recitalists will be required to provide 1 additional stagehand for every 10 performers. The stagehands' names must be submitted to the Concert Office at least ONE WEEK in advance of the performance.</p> <p>Degree recital orchestras are limited to 30 players. Recitalists must assume that there will be two pianos on stage during their performance.</p> <p>The Kilbourn Hall stage extension cannot be set up or removed especially for student recitals. If the stage extension is already set-up, it may be left on stage for student recitals at the discretion of the Concert Office.</p>

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<p><b>USHERS</b></p>	<p>The Concert Office supplies ushers for recitals in Kilbourn Hall.</p> <p>Ushers will set stage, open and close stage door for performer, and bring programs into Kilbourn Hall. Ushers are the only stage personnel authorized to provide basic concert lighting adjustments, which is specified by pre-set levels.</p> <p>Recitalists must supply their own page turner. Ushers will not turn pages under any circumstances.</p>
<p><b>NON-DEGREE RECITALS</b></p>	<p>Non-degree recitals may be scheduled in Howard Hanson Hall, Room 120, or Ciminelli Lounge. They are not permitted in Kilbourn Hall.</p> <p>Programs for non-degree recitals are prepared by recitalists according to Concert Office guidelines. A non-degree recital program may not exceed 50 minutes of music including encore. The Concert Office requires 15 programs for distribution and publicity at least ONE WEEK before the recital.</p> <p>Non-degree recitals may not include ensembles of more than 10 people.</p> <p>Freshman and Sophomores may not perform full solo recitals. They must share a recital with at least one other student soloist or group.</p>
<p><b>LECTURE RECITALS</b></p>	<p>DMA Lecture Recitals are scheduled by the Concert Office in Room 120, Howard Hanson Hall, or Ciminelli Lounge. Copies of the DMA Lecture recital policy are available in the Graduate Office.</p> <p>Performers produce their own programs and provide 15 copies of the title page <i>only</i> to the Concert Office ONE WEEK before the recital for distribution and publicity.</p>