

2007-2008 RECITAL PACKET for Student Degree Recitals

TODAY'S DATE: _____

NOTE:

- This form must be submitted to the Concert Office **THREE WEEKS** before the recital or dress rehearsal.
- See the Student Recital Handbook 2007-2008 for more details pertaining to your recital.
- **Program/Staging Form must be signed by your teacher.**
- For pieces involving more than 10 performers, complete and return a Large Ensemble Request form to the Concert Office **FIVE WEEKS** before performance. Maximum ensemble size is 30 players during rehearsals and recitals.
- Both Steinways may reside on stage during any student recital.
- Use of school percussion equipment must be requested and arranged directly with Professor John Beck.
- Use of harpsichord, fortepiano or Positiv Organ requires submission of a signed Instrument Request Form to the Concert Office **THREE WEEKS** before the performance.

PROGRAM/STAGING INFORMATION

<i>STUDENT INFORMATION</i>	<i>DEGREE INFORMATION</i>
Student Name: _____ Phone Number: _____ Email: _____ Performance Date: _____ Time: _____ Rehearsal Date: _____ Time: _____ Venue: <input type="checkbox"/> KH <input type="checkbox"/> HHH <input type="checkbox"/> Ciminelli <input type="checkbox"/> 120 <input type="checkbox"/> Other _____	Instrument/Voice: _____ Teacher: _____ Major: <input type="checkbox"/> DMA <input type="checkbox"/> MM <input type="checkbox"/> BM PC Recital: <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Studio Teacher Signature <i>(required)</i>
<p><i>FOR KILBOURN HALL RECITALS ONLY</i> <i>Please select resources from the list below only if your performance is in Kilbourn Hall.</i></p> <input type="checkbox"/> Steinway #941 <input type="checkbox"/> Steinway #292 <input type="checkbox"/> No Piano <input type="checkbox"/> Harpsichord <input type="checkbox"/> Positiv Organ <input type="checkbox"/> Fortepiano <input type="checkbox"/> Chairs (# of chairs ____) <input type="checkbox"/> Stands (# of stands ____) <input type="checkbox"/> Podium <input type="checkbox"/> Lectern <input type="checkbox"/> ESM Percussion equipment <input type="checkbox"/> Other (please specify) _____	<p style="text-align: center;"><i>PROGRAM INFORMATION</i></p> Please indicate number of programs you want to order: <ul style="list-style-type: none"> <input type="checkbox"/> 50 (\$7.00) <input type="checkbox"/> 100 (\$9.00) <input type="checkbox"/> will produce own program <input type="checkbox"/> will produce own texts/translations Additional performers, if any (list and circle): _____ Accompanist/Soloist _____ Accompanist/Soloist Total numbers of persons involved: _____ Total Performance Time: _____
<p style="text-align: center;"><i>SOUND REINFORCEMENT</i></p> Contact the Technology and Music Production department directly (ESM Room 60) for all audio-visual requests.	

2007-2008 RECITAL PACKET for Student Degree Recitals

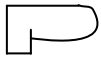
STAGING INFORMATION

NAME: _____ **PERFORMANCE DATE & TIME:** _____

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

Please use the following symbols to help illustrate your set-ups:

PIANO



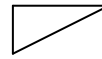
CHAIR



STAND



HARPSICHORD



BASS STOOL



1st Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

2nd Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

3rd Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

4th Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

5th Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

2007-2008 RECITAL PACKET for Student Degree Recitals

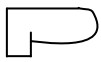
STAGING INFORMATION

NAME: _____ **PERFORMANCE DATE & TIME:** _____

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

Please use the following symbols to help illustrate your set-ups:

PIANO



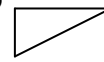
CHAIR



STAND



HARPSICHORD



BASS STOOL



6th Selection _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

7th Selection _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

8th Selection _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

9th Selection _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

10th Selection _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

2007-2008 RECITAL PACKET for Student Degree Recitals

PROGRAM INFORMATION

NAME: _____ PERFORMANCE DATE AND TIME: _____

NOTE:

- All information below is required by the Concert Office for all student recitals. This information is used for:
 - Creating recital programs
 - House Manager planning of ushering staff for performance
 - Usher reference in assisting with staging during the performance
 - Technology and Music Production recording
 - Sibley Library Archives
- You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

1st Selection

Composition Title: _____ Composer: _____
(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

2nd Selection

Composition Title: _____ Composer: _____
(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

3rd Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

4th Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

5th Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

6th Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

7th Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

8th Selection

Composition Title: _____ Composer: _____

(first and last name)

Key: _____ Opus # or Date of Composition _____ Birth/Death Dates: _____

Thematic Catalog Number (K., BWV, etc): _____ Estimated Performance Timing _____

If this selection is extracted from a larger work, title of that work: _____

Is this an arrangement or transcription? _____ If yes, KEY of original: _____

Original title/Instrumentation of the work: _____

Tempo markings/names of movements: _____

Other performers: _____

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DEADLINE REMINDERS

<i>When</i>	<i>What</i>	<i>Where</i>
5 weeks before	Submit Large Ensemble Request Form	Concert Office
4 weeks before	Request special audio/visual needs	Technology & Music Production (ESM 60)
3 weeks before	Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall, Student Broadcast Clearance)	Concert Office
3 weeks before	Submit Instrument Request Form	Concert Office
1 week before	Submit Student Degree Recital Video Order Form Pay for Program (if program is being done by the Concert Office)	Cashier's Window
1 week before	Proof Program (if program is being done by the Concert Office) OR Submit 10 copies of self produced programs	Concert Office
After Recital	Student Degree Recital CD Order Form Pick up CD of Recital Fill out customer service form	Cashier's Window T&MP (ESM 60) Concert Office

TECHNOLOGY AND MUSIC PRODUCTION

Please visit the T&MP website for forms and information: <http://www.rochester.edu/Eastman/esmtmp/>

Sound reinforcement will be provided at the discretion of the T&MP department. Student degree recitals requiring sound reinforcement must schedule their dress rehearsal for the same day as the recital. Afternoon recitals need a morning dress rehearsal and evening performances need an afternoon dress rehearsal. Dress rehearsals scheduled for a different day will incur an additional fee if the T&MP department accommodates your request. Call Technology & Music Production at 274-1130 if you have further questions.

PROGRAM PAYMENT INFORMATION

Please detach this portion of the page and take it to the cashier window with your payment.

NAME: _____

RECITAL DATE/TIME: _____

PROGRAMS ORDERED: 50/\$7.00 100/\$9.00

*Note: You must pay for your program in order to be able to proof it and have it printed. Payments are made at the Cashier's Window on Monday –Friday from 10:00am - 12:00pm and 12:30pm - 3:00pm. The cashier will give you a yellow receipt after you pay. **You must bring the yellow receipt to the Concert Office as proof of your payment when you come to proof your program.***