STUDENT DEGREE RECITAL HANDBOOK

Eastman School of Music Concert Office Policies 2015-2016
TABLE OF CONTENTS:

1. Booking Degree Recitals: Kilbourn Hall & Hatch Recital Hall…………………………………………………..pg. 2
   - Lottery Process
     - Information required at the scheduling appointment
     - Notes for certain majors
   - Recital Slots
   - Student Recital Packet
     - Forms and deadlines
   - Programs
     - Deadlines
     - Cost
   - Recordings
     - Recital length
   - Keyboard Instruments
   - What to do once the recital is scheduled
     - Rehearsal time
     - Staging policies and instrument requirements
       - Large ensembles
     - Receptions
   - Cancellation/Rebooking Policy
   - Booking degree recitals in other venues

2. Lecture Recitals……………………………………………………………………………………………………………….pg. 8
   - Scheduling a lecture recital
   - Scheduling a dress-rehearsal
   - Arranging recording and/or additional technical support (projector, screen, etc.)
   - Arranging additional instrument needs, programs, etc.
   - Cancellation/rebooking policy

3. Degree Recital Timeline………………………………………………………………………………………………………….pg. 9
1. Booking Degree Recitals:
Kilbourn Hall & Hatch Recital Hall

The Student Degree Recital represents the culmination of several years of work and preparation. For many individuals who are completing a single degree program at Eastman School of Music it is the only time when they will be afforded the opportunity to perform a full-length solo recital in the school’s most prestigious venues. Because of this, there are many rules and guidelines regarding the booking of performances in these spaces. This section should be carefully studied in order to avoid the many misfortunes that can befall an unprepared student.

Student recitals are only performed during the academic year when school is in session. Undergraduate students will only be allowed to perform one final degree recital; MM degree students will be allowed to perform only one recital per academic year in Kilbourn Hall or Hatch Recital Hall. In the case of DMA students, this is increased to one recital per semester.

Lottery
Because demand for Kilbourn Hall and Hatch Recital Hall typically exceeds availability, the best way to give equal opportunity to all students is through the following lottery system:

- The lottery runs on an annual schedule. Dates for the fall semester (September – December) are scheduled in April and dates for the spring semester (January – May) are scheduled in October.
- The lottery is scheduled and advertised by the Concert Office.
- All students who are due to complete their Degree Recital must enter the lottery in order to secure a booking appointment.
- Every student in the lottery is assigned an appointment based upon the order their name is drawn. The results of the lottery will be published at least seven days before the first allotted appointment. It is the responsibility of each student to identify their appointment time and make arrangements to keep it.
- Students are required to attend their appointment in order to schedule their recital. It should be noted that failure to attend this appointment will cost the student his/her place in the queue and will have an adverse effect on their opportunity to secure the optimum available recital time and the venue of their choice.
- There will be times when an appointment directly conflicts with another engagement. In these cases it is vital that the student contacts the Concert Office immediately. A “catch-up” appointment will be offered in order to allow the student access to the best possible recital time still available. These times are not part of the official lottery appointment system and will only be made available on a case-by-case basis.

Once an appointment is scheduled, students will have an opportunity to select from any of the available date and time slots in Kilbourn Hall and Hatch Recital Hall. In order to fully benefit from an appointment, students should have the following information available:

- Professor’s availability
- Family’s availability
- Collaborative artists’ availability
Students are advised to be as flexible as possible when scheduling recital dates and times. There are many dates and times which are unavailable, or which may conflict with other Eastman School of Music performances and will prove unsuitable.

Because demand for recital times in Kilbourn Hall always exceeds supply, student recitalists are not guaranteed a date in Kilbourn Hall.

On a final note regarding the lottery, all bookings are subject to the academic import of classes by the Registrar’s office at the end of each semester. Whilst every care is taken to avoid creating a booking conflict, occasionally an event or import will create a scheduling issue. In this case, students will be promptly notified and offered the best possible alternative that is still available.

Notes for certain majors:
- **Piano:** The piano faculty does not allow Saturday evening degree recitals.
- **Percussion:** Percussion Student Degree Recitals will be scheduled separately by the Chair of the department; percussion majors should not enter the lottery.
- **Jazz and Contemporary Media Department (JCM):** the JCM faculty selects dates and locations in advance. At their appointment, all JCM degree recitalists choose from the pre-selected locations and dates. All JCM degree recitalists should enter the lottery.

### Recital Slots
Kilbourn Hall, Hatch Recital Hall, Howard Hanson Hall, and the Ray Wright Room (ESM 120) recitals take place at the following times:
- 11:30 am, 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Monday–Saturday)
- 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Sunday)

Ciminelli Lounge recitals take place at the following times:
- 11:30 am, 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm. (Monday–Saturday)
- 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm (Sunday)

### Student Recital Packet
After scheduling his/her degree recital, all students must complete a Student Recital Packet containing the following forms:
- **Program Staging Form**
  - **Staging Diagram**
    - This form is used by the Concert Office to provide facilities and ushers with accurate information regarding student performance needs. Using the symbols provided on this form, please indicate stage set-up for each piece performed. Use a separate box for each stage change.
- **Program Worksheet**
  - The information supplied on this form is necessary for the production and/or printing of programs; it is also used by Technology & Media Production if the recital is being recorded. Timings for each piece must be included and the intermission must be indicated.

All of these forms must be completed and returned **three weeks before** the degree recital. If the recital takes place on a weekend, the form is due on the **last business day before** the three-week deadline. If the forms
are not submitted, the Concert Office reserves the right to assume that the recital has been unofficially cancelled, and may not be able to provide ushers and/or equipment necessary for the recital.

**Programs**
The Concert Office prepares all programs for degree recitals performed in any location (both on and off-campus), based on information from the Student Recital Packet submitted by the performer **no later than three weeks before** the recital. If program information is not submitted prior to this deadline, a program will be produced solely at the discretion of the Concert Office, and then only if resources are available.

Even if incomplete, program information must be submitted before the deadline. There will be opportunities to proof it with the Concert Office Typists and/or Editor and make changes before it is printed.

The Concert Office will not prepare texts, translations, or program notes. If a student wishes to include these in a program, arrangements to have them duplicated and brought to the recital must be made in order for them to be distributed along with the programs.

The cost for programs for the 2015-2016 academic year is $23.00 (50 programs) or $25.00 (100 programs). The program will be printed only after payment is made at the Information Window and a receipt has been submitted to the Concert Office. An usher will bring the completed programs to Kilbourn Hall or Hatch Recital Hall for the recital.

Students performing in any venue other than Kilbourn Hall or Hatch Recital Hall should collect their programs from the Concert Office in advance, during business hours (Monday – Friday, 9:00 AM – 4:00 PM).

**Recordings**
The recording of degree recitals is one of the services provided by Eastman School of Music Technology & Media Production (T&MP) Department. All degree recitals that take place in Kilbourn Hall, Hatch Recital Hall, Howard Hanson Hall, Schmitt Recital Hall, and the Ray Wright Room will be audio 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. Non-degree recitals and lectures are only recorded by request and at an additional fee.

Students can receive a video or audio file of their degree recital upon request through T&MP.

Students may have degree recitals streamed on a password-protected page upon request through T&MP.

Sound reinforcement and any other special audio/visual equipment needs including video, transparency, film projection, or amplified instruments must be requested **at least four weeks in advance** of the recital by contacting T&MP (ESM Room 60). There may be a charge for these services.

Students should visit the T&MP website at: [www.esm.rochester.edu/esmtmp](http://www.esm.rochester.edu/esmtmp) for more information and to obtain the necessary forms. The deadlines for submitting the required forms to T&MP pertaining to degree recitals which are to be recorded may not necessarily coincide with those of the Concert Office. Questions should be directed to T&MP at (585) 274-1130 or the office located in the basement of the Main Building, ESM Room 60.
Undergraduate recitals should not exceed **50 minutes** of music, including any encore. PC, DMA, and MM recitals are not to exceed **65 minutes** of music, including encore. Underestimated timings may result in an incomplete recording of a recital.

**Keyboard Instruments**

The following instruments are available in Kilbourn Hall and Hatch Recital Hall:

- Two Steinway “D” pianos are available to Kilbourn Hall performers. To minimize piano moves and the possible damage to the instruments, **both pianos remain on stage during student recitals**. Performers and accompanists will have the opportunity to select which piano is preferred. The Concert Office should be informed of this choice when the recital packet is submitted.

- Two Steinway “D” pianos are available to Hatch Recital Hall performers. At the discretion of the Concert Office, **a piano may be left on stage during student recitals**.

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.** Request forms are available in the Concert Office and the Instrument Office. 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.

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 then only if it is possible to schedule a technician to remove and restore the lids. It should be noted that the lids on certain pianos cannot be removed. Request forms are available in the Concert Office and the Instrument Office. Students are not permitted to remove or restore lids under any circumstance.

Use of a harpsichord, fortepiano, or positiv organ is subject to the approval of the Instrument Office (ESM Room 505, (585) 274-1150). To obtain this approval, an Instrument Request Form signed by the relevant keyboardist must be submitted to the Instrument Office **no later than three weeks in advance** of a recital date. Instrument Request Forms are available in the Concert Office and the Instrument Office. It is the responsibility of the student to check with the accompanist to make sure that they are on the Instrument Office list of approved keyboardists. It is also the responsibility of the performer to provide two additional non-performing stagehands in order to assist with harpsichord moves during the performance and rehearsals. The Kilbourn Hall Aeolian Skinner Organ is being repaired, and is unavailable until further notice.

**Rehearsals**

Rehearsal time is limited to a maximum of 1.5 hours (inclusive of set-up and teardown needs). The rehearsal time will be identified as part of the recital scheduling appointment. For Kilbourn Hall and Hatch Recital Hall recitals, specific rehearsal times are scheduled with each recital slot.

Students are responsible for setting up and clearing the stage after rehearsals, returning all chairs and stands backstage, covering pianos, returning the harpsichord to its offstage location (at least two people are required to move pianos and harpsichords), restoring percussion, removing electronic set-ups, and removing all personal belongings and debris. Food and drink (except water) are prohibited in Kilbourn Hall and Hatch Recital Hall. Tape must not be used to mark positions on stage; when discovered it will be immediately removed by stage personnel.
Kilbourn Hall, Hatch Recital Hall, Howard Hanson Hall, the Ray Wright Room, and Ciminelli Formal Lounge will be available for set-up and warm-up one half-hour before a recital performance. Kilbourn Hall and Hatch Recital Hall will be open to the public ten minutes before the recital start time. The Kilbourn Hall and Hatch Recital Hall green rooms are available by request for warm-up one half-hour before the recital. The Kilbourn Hall stage extension is not set up or removed specifically for student recitals. The presence of the stage extension will be indicated on the schedule when students select recital slots. The stage extension schedule is subject to change without notice.

If a student is planning to perform with an ensemble larger than ten players during a recital, the Concert Office must be informed as soon as possible prior to the recital date. A completed Large Ensemble Request Form will be required along with the names of students who will assist with stage moves during the performance. Ensembles for student recitals in Kilbourn Hall are generally limited to 25 players (space permitting). Pianos will not be removed from the stage for recitals involving an ensemble. The stage of Hatch Recital Hall is considerably smaller than that of Kilbourn Hall; ensembles are generally limited to 9. Students should check with the Concert Office if they intend to include an ensemble during a performance Hatch Recital Hall. All large ensemble requests are subject to review by the Stage Manager prior to any decision and are processed on a case-by-case basis.

**Ushers/Receptions**

The Concert Office supplies ushers for recitals in Kilbourn Hall and Hatch Recital Hall. Ushers will bring programs to the venue, adjust stage and house lighting, set the stage, open and close the stage door during performances, and facilitate greenroom access. It is the responsibility of the performers to arrange for any extra personnel they require. This includes page turners for accompanists. Ushers are not available to turn pages under any circumstances.

The Concert Office does not formally book spaces for post-performance receptions. If you are considering having a reception, you must check space availability with the Concert Office for Cominsky Promenade (Kilbourn) and the Lobby area (Hatch Recital Hall). All receptions must be limited to 30 minutes or be completed 10 minutes prior to the start of the next performance in the venue. Performers must remove all personal belongings from the greenroom prior to proceeding to the reception area. In the event that the aforementioned locations are not available for a reception, the student should contact the Registrar’s office to check for classroom availability. Receptions in the Kilbourn Hall Lobby and Betty’s Café are strictly prohibited.

**Cancellation/Rebooking Policies**

Due to the high demand of the various performance spaces within Eastman School of Music, cancellation of a recital should be an absolute last resort and should only be considered if the circumstances are beyond the control of the performing student. The following list contains examples of what is considered a legitimate reason for recital cancellation:

- Injury or illness (physician’s note required)
- Family emergency
- Force majeure (weather catastrophe, travel emergency)

The following list contains examples of what are NOT considered to be legitimate reasons for recital cancellation:

- Program not ready for performance
- Scheduling conflicts (this includes conflicts with outside engagements)
- Problems with assisting artists
To cancel a recital the student must complete a Cancellation Form (available in the Concert Office), have it signed by the relevant professor, and return it to the Concert Office. This request will be sent to the relevant Dean for approval. Cancellation requests will be considered on a case-by-case basis. If a degree recital in Kilbourn Hall or Hatch Recital Hall is cancelled without the necessary authorization, the student responsible will be prohibited from scheduling further performances in these spaces for the remainder of the current semester, and until after the following semester’s lottery process is completed.
2. Lecture Recitals

DMA Lecture Recitals are scheduled by the Concert Office in the Ray Wright Room, Howard Hanson Hall, or Ciminelli Lounge. Copies of the DMA Lecture recital policy are available in the Graduate Office (ESM 103). If students intend to produce a printed program a copy of it should be forwarded to the Concert Office via email or five copies should be delivered by hand to the Concert Office no later than one week before the recital for distribution and publicity.
## 3. Pre-Recital Deadlines

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<tr>
<th>Deadline</th>
<th>What</th>
<th>Where</th>
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<tr>
<td>4 weeks before</td>
<td>Request special audio/visual needs, Student Broadcast Clearance form</td>
<td>Technology &amp; Media Production Department (ESM 60)</td>
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<tr>
<td>3 weeks before</td>
<td>Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall or Hatch Recital Hall) Submit Large Ensemble Request Form (if applicable)</td>
<td>Concert Office</td>
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<tr>
<td>3 weeks before</td>
<td>Submit Instrument Request Form</td>
<td>Instrument Office (ESM 505)</td>
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<tr>
<td>1 week before</td>
<td>Submit Degree Recital Video Order Form Pay for program (if Concert Office is producing program)</td>
<td>Information Window</td>
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<tr>
<td>1 week before</td>
<td>Proof program (if Concert Office is producing program) OR Submit 5 hard copies of program</td>
<td>Concert Office</td>
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