

Name _____



STUDENT RECITALS

GUIDELINES, FORMS, AND HELPFUL HINTS

Revised: 8/1/2017

This document applies to all degree-required Student Recitals receiving production crew support in the Creative Arts Center.

Creative Arts Center

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304-293-4171

General Info

Student Recitals are held in the Creative Arts Center’s Bloch Learning and Performance Hall and Falbo Theatre on select Wednesdays, Thursdays, Fridays, Saturdays and Sundays throughout the academic year. Available recital times have been determined based on the production calendar to ensure the needs of all productions, including your recital, are met with the highest level of professionalism.

In order to maintain these high standards, each Student Recital rehearsal and performance will be run by a student stage manager. The stage manager is responsible for the stage, backstage areas, and house, and will work diligently to ensure you have a smooth, uninterrupted rehearsal and a successful recital. Some of their duties include setting the acoustical curtains, supervising the production crew and ushers, starting and ending rehearsals and performances on time, enforcing General House Rules, and keeping the backstage areas secure. The stage manager has been trained to help your recital run seamlessly by coordinating these elements so that you and your applied instructor can focus on your repertoire.

Because your rehearsal and recital may have different stage managers, it is important that you provide certain information through the Advance Information Sheet and answer certain questions at your rehearsal. Good communication between you and your stage manager is essential to the smooth and professional running of your recital.

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Student Recital Timeline Checklist

- At least **FIVE weeks** before your recital:
 - Contact Jamie in the Operations Office (room 422A or Jamie.Whooley@mail.wvu.edu) to schedule your dress rehearsal.
 - If applicable, discuss the use of the harpsichord with Dr. Bill Haller.
 - Read the Student Recital Packet in its entirety. Contact Jamie in the Operations Office if you have questions (Jamie.Whooley@mail.wvu.edu or 304-293-4171).
- At least **FOUR weeks** before your recital:
 - Turn in the Advance Information Sheet (page 11) to CAC Room 422A.
 - Turn in the Percussion Request Form (if needed) (page 13) to Prof. George Willis.
 - Type your program following the template available at <http://bit.ly/2phz9ns>.
 - Print out your program and give a copy to your applied instructor for proofing.
- **THREE weeks** before your recital:
 - Recruit page turner(s), if applicable.
 - Review the Student Recital Packet to make sure you haven't missed anything.
- **TWO weeks** before your recital:
 - Make final corrections on your program.
 - You are responsible for printing your program and program notes (not in the music office).
 - Email your program to Jodie Lewis (Jodie.Lewis@mail.wvu.edu) and Jeanne Frieben (Jeanne.Frieben@mail.wvu.edu) to receive credit for your recital.
- **WEEK of** your recital:
 - Remind everyone involved when your rehearsal and recital are scheduled.
 - Don't forget to make copies of your program (not in the music office).
- **DAY of** your recital:
 - Be on time.
 - Have fun.

For questions regarding the running of your recital or rehearsal, contact the Operations Office at 304-293-4171 or Jamie.Whooley@mail.wvu.edu.

For any other inquiries, contact Ms. Lewis at 304-293-4532 in the School of Music.

Cancellations

Due to the high demand placed on our limited resources, it is expected that all Student Recitals scheduled through this process will take place on the day and time originally scheduled. If you and your applied instructor decide that a cancellation is necessary, you must contact the CAC Operations Office immediately (Jamie.Whooley@mail.wvu.edu). From there, the cancellation will be disseminated to all interested parties.

In all cases, except those of extreme hardship (e.g. debilitating illness) as identified by the School of Music, you will not be permitted to reschedule in the Creative Arts Center within the same academic semester. As arranged with the SOM administration, you may be permitted to reschedule or choose to postpone your recital until the following academic semester in order to perform in Bloch Hall or Falbo Theatre. Please do not contact the Operations Office to reschedule; you will be directed to the School of Music.

The swapping of recital slots is not permitted.

Scheduling of Recitals

Degree-required DMA, MM, and Undergraduate Recitals are eligible to be scheduled in Bloch Hall or Falbo Theatre. Non-required recitals may be held in Bloch Hall or Falbo Theatre but are not eligible for crew support and may not utilize a recital slot designated for degree-required student recitals.

Scheduling for the entire academic year will take place in the Operations Office (422A) between 9am and 10:30am or between 1:30pm and 3:00pm Monday through Friday from 8/21/17 through 8/30/17 following the schedule below.

DMA: beginning Monday, 8/21/17

MM: beginning Wednesday, 8/23/17

SR/JR: beginning Friday, 8/25/17

All scheduling closes on Wednesday, 8/30/17 at 3:00pm.

A second scheduling opportunity will be offered at the beginning of the Spring semester for remaining recital slots. Scheduling times for the following dates will be announced in December.

DMA, MM, Undergrad: Thursday, 1/11/18; Friday, 1/12/18

Make-up Recitals (cancelled in Fall semester): Tuesday, 1/16/18

The available slots during the second scheduling opportunity will be extremely limited. If at all possible, it is highly recommended that you book your date during the Fall scheduling window.

The available recital slots, as determined by the Operations Office in consultation with the School of Music, are chosen to minimize sound bleed with other venues, to ensure each recitalist is able to schedule rehearsal time in the venue, and to minimize scheduling conflicts with other School of Music events.

The available slots will fit within the following framework.

Wednesday: 6pm and 8pm
Thursday: 6pm and 8pm
Friday: 4pm, 6pm, and 8pm
Saturday: 12pm, 2pm, 4pm, 6pm, and 8pm
Sunday: 1pm, 3pm, 5pm, 7pm

Only grad assistants and final DMA recitals may be scheduled during dead week or finals week. Available slots will be determined by anticipated needs, but may include:

Thursday: 5pm and 8pm
Friday: 2pm, 5pm, and 8pm
Saturday: 2pm, 5pm, and 8pm
Sunday: 1pm, 4pm, 7pm

No recitals may be scheduled from December 15 (Commencement) to January 8 (first day of classes); May 10 (Commencement) to June 4; or after July 31.

All recitalists must also present a Permission to Register form (Page 12) signed by their applied professor at the time of sign-up.

Prior to scheduling your recital, you must attend one of three Student Recital Orientations. If you do not sign in at one of the meetings, you will not be permitted to sign up for a recital slot. If you are unable to attend, you must contact the Operations Office (Jamie.Whooley@mail.wvu.edu) in advance to make other arrangements.

Half recitalists must have a partner. To ensure you are able to sign up for a slot in Bloch Hall or Falbo Theatre, please show up for scheduling with a partner. You are not both required to be there, but it is highly recommended in case your first, second, or third choice slots are no longer available.

Scheduling of Rehearsals

One full recital or two joint half recitals will receive one 2-hour rehearsal.

Rehearsal slots are offered each week based upon the number of Student Recitals and the other demands of the production calendar on that particular week. *Please contact the Operations Office (Jamie.Whooley@mail.wvu.edu) to schedule your rehearsal at **least five weeks before your recital**.* Rehearsal slots for the entire academic year will be available for scheduling one week after recital scheduling closes. For the best chance of obtaining your ideal rehearsal time, contact the Operations Office early.

General House Rules

Seating is General Admission. There are no tickets and no charge for Student Recitals. Only crewmembers, performers, and other authorized personnel are permitted backstage. Friends and family not directly involved in the performance are not permitted backstage at your rehearsal or before or during your recital.

Performers are permitted to have sealable water bottles onstage or backstage only. No other food or drink is permitted in the venue or backstage at any time. This includes during performances and rehearsals. Any food or drink, other than water, integral to your performance must receive approval from both the School of Music and the Operations Office prior to your rehearsal.

If a fire alarm goes off in the building, all audience members, performers, and crew must exit the building. The stage manager will make an announcement to the audience and assist in their evacuation. A representative from the Morgantown Fire Department must come to the CAC to give the all-clear. At that point, patrons can be let back into the building, and your recital may resume.

The use of laptops, cell phones, or any other electronic devices in the house is strictly prohibited during performances.

Please see the section on page 6 regarding authorized recording opportunities.

Following the performance, production crew will need to clear the venue within five minutes in order to adhere to our tight production schedule. We encourage performers to remain in the greenroom to greet friends and family as they pass through to exit. Any additional photos in the hall must fit within this limited timeframe.

Personnel

Personnel directly involved in your recital includes you, your accompanist, guest musicians, your page turner(s), your dresser, your applied instructor or their representative, and the stage manager and production crew on duty. These are the only people permitted to attend your rehearsal or be backstage before or during your recital. Additional rehearsal attendees may be approved for academic reasons. Please see Rehearsal Day on page 8 for details.

Page turners

Page turners are your responsibility. The production crew is not available for page turning. All page turners are expected to arrive no later than 30 minutes prior to your performance so that they may go over any specific instructions you or your accompanist may have for them.

Technical Info

In Bloch Hall, the acoustics of the room will be adjusted during your rehearsal. It is recommended that time at the beginning of the rehearsal is allotted for listening to the room and making these adjustments.

With prior approval from the Operations Office, video support is available in Bloch Hall. Your stage manager will be able to assist you with setup and running of this equipment as determined at your rehearsal. Any video equipment to be used in Falbo must be provided by the recitalist.

A portable sound system appropriate for sound playback and light reinforcement may be available for your recital but must receive approval from the Operations Office prior to your rehearsal to ensure the required equipment is available. Recitalists will be responsible for securing their own audio engineer, who must be approved by the Operations Office in order to use Creative Arts Center equipment. A list of qualified freelancers can be made available upon request.

Portable Student Recital Sound System

2 @ JBL EON610 Powered Speaker
1 @ Soundcraft EPM6 6-Channel Mixer
2 @ Shure SM58 Vocal Microphone
2 @ Shure SM57 Instrumental Microphone
4 @ Microphone Boom Stand
1 @ Radial Engineering JPC Stereo DI
3 @ 50' XLR audio cable
4 @ 25' XLR audio cable
2 @ 5' XLR audio cable
1 @ 5' 1/8" Mini audio cable

Lighting in Bloch Hall will consist of a no-color wash of the stage. Lighting in Falbo Theatre has some limited flexibility provided by a rep light plot. For additional information, contact the Operations Office.

House lights typically remain at a program-reading level. Any special cueing of light changes (e.g. bringing up the house lights mid-performance) must be discussed at your rehearsal.

Length of Performance

Per School of Music guidelines, your recital (solo or joint half) is expected to complete within 75 minutes of your scheduled recital start time. This includes any transitions, introductions, pauses or intermissions. Spontaneous, unplanned encore performances are not permitted at Student Recitals.

Authorized Recording Opportunities

WVU Sound Productions audio recordings may be requested for all recitals at the expense of the recitalist pending availability of equipment and staff. The Recording Request Form and more information can be found online at <http://www.music.wvu.edu/student-resources/recording-policy>.

Additionally, video recordings are permitted for student recitals. In accordance with copyright law, any recording of your recital, audio or video, is authorized for your archival

use only. These recordings are not authorized for distribution or broadcast, including video hosting websites such as YouTube.

Streaming via password-protected platforms for the benefit of a select, personal audience is permissible.

Any tripods or other equipment must be clear of all walkways in accordance with the Fire Marshal and should be set up in designated areas only. Your stage manager will assist with this prior to your recital.

Piano Use

There is an inventory of concert pianos that serve the needs of all performances held in the Creative Arts Center's venues, including student recitals. The Operations Office works with the School of Music piano technician to manage this inventory for all productions. The specific piano available for your performance will be based upon the whole of the production calendar at the time of your recital. You may contact Tim Richards to request a specific piano. Every effort will be made to accommodate your request. While student recitalists are not *guaranteed* a choice of piano, you will be provided the same piano at both your dress rehearsal and your recital.

Prepared Piano and Other Non-traditional Techniques

A **prepared piano** is a piano that has been modified in some fashion—perhaps with objects placed in it—in a very special way as dictated by a composer of a prepared piano composition. **Non-traditional techniques** include any form of interacting with the piano other than fingers touching the 88 keys.

These are both valid practices, but may only be done as prescribed below, and in consultation with the assigned piano technician. If you plan to utilize any of these techniques, contact the Operations Office as far in advance as possible, but not less than four weeks before your recital, to schedule a meeting with a technician.

1. **All structural changes** to any piano must be supervised or performed by the School of Music's designated piano technician. This includes removing the lid or attaching anything to strings or soundboard to modify the sound.
2. **Marking strings.** Small stickers may be used on plate parts to mark notes. Only the stickers provided by the piano shop are to be used. Care must always be used not to touch the dampers as they are easily bent. The performer is responsible for removing any stickers immediately after any rehearsal or performance. There should be nothing applied directly to the strings.
3. **Striking and plucking strings.** Strings may be struck or plucked with fingers or guitar pick. Since oil from the skin will tarnish strings over time, please wash hands well before touching any string. Other devices must always be of a material that will not mar or scratch strings. On steel strings, brass or aluminum may be used. Acceptable materials for the copper-wound bass strings include wood, plastic, rubber, etc. Piano Shop technicians are available to help the performer select materials that will not damage the piano.

4. **Foreign Objects.** When literature calls for the insertion of screws or mutes between piano strings, the material must be softer than the string. In extreme cases, an older piano outside of our typical concert grands will need to be brought in. The piano technician will make the final decision on acceptable materials.
5. **Common sense.** Most damage to pianos can be avoided by using good judgment. When you consult with the piano technician, an alternative can usually be found to satisfy both the performer and this policy.

Remember that **non-traditional** and **prepared piano techniques** require a special preparation so advance planning and consultation is a must.

Student Recital Harpsichord Protocol

Contact Bill Haller to discuss your harpsichord needs at least five weeks prior to your recital. He will be the one to confirm that the harpsichord will be available for your recital and to tell you when and where you can rehearse with the harpsichord before your final dress rehearsal in the venue.

The Dowd French Classic instrument with three courses on two keyboards is housed in Room 143 and is available for solo harpsichord playing and continuo playing in Bloch Hall.

Dr. Haller will work with Tim Richards to arrange for the instrument to be moved to and from the venue for dress rehearsals and recitals. Production Crew will not move a harpsichord to or from any other room without the explicit instruction of Dr. Haller or Tim Richards.

Any tuning of the instrument must be arranged with Tim Richards.

Rehearsal Day

The 2-hour rehearsal slot you scheduled with the Operations Office is all-inclusive. This means that within 120 minutes, you will need to load-in, tune, rehearse, run, discuss, work, re-run, and load-out. The stage manager will work to help you make the most efficient use of your time, but you should expect to spend some amount of time answering questions that will ultimately result in a more polished performance.

In order to accommodate as many recitalists as possible, rehearsals are typically scheduled back-to-back. Please be considerate of your fellow recitalists by remaining quiet as they are finishing up and by clearing out quickly once your time has elapsed. It is recommended that you arrive a few minutes ahead of your scheduled start time and wait in the hallway outside the backstage area. Please be careful not to block the doors to the backstage area or the piano storage room. As soon as the stage manager is able, he or she will invite you in.

In order to have a productive and efficient rehearsal, think about your transitions ahead of time. One of the best ways to help you figure out what might make your recital flow

smoothly is to go watch other recitalists. If you need help drawing up your plan, don't hesitate to contact the Operations Office.

Please bring a printed copy of your program to your rehearsal for the stage manager. It can be a draft version, but you will be asked to confirm your show order.

The first few minutes of your rehearsal will be for the stage manager to go over a few logistics with you, your accompanist, and any guest performers. It is understood that music students are exceptionally busy, but it is essential that—if at all possible—all performers attend your rehearsal. If your recital includes a guest ensemble (e.g. a choir) that cannot attend as a complete unit, one or two representatives should be at your rehearsal to walk the blocking for entrances and exits. Having someone else explaining to the others on recital day will give you one less task on which to focus.

Plan to finish your rehearsal five minutes early. This allows time for you to ask the stage manager questions and touch base with your teacher. It also allows the next rehearsal to begin on time.

Your Dress Rehearsal is closed. This means the only people permitted in the venue are your applied instructor (or their representative) and people *directly* involved in the recital as described in the Personnel section on page 5. For academic reasons, additional attendees may be approved by the Operations Office with at least one week's notice and the consent of your applied instructor.

You may record your rehearsal. The setup and teardown of any equipment for this purpose must also fit within your allotted two-hour window.

Recital Day

You and any additional performers are expected to arrive 40 minutes prior to your recital (the conclusion of the previous recital). Please wait in the backstage hallway. As soon as he or she is able, the stage manager will allow you onstage to tune and warm up. **You will only be guaranteed 10 minutes onstage.** If you are standing by, ready to go, you should have more time, but we cannot hold the house because you weren't ready to take the stage when it was available.

We will begin the Pre-Show Announcement exactly on time; please advise all performers, page turners, faculty, and family who plan to attend.

Following the recital, it is customary to remain in the greenroom to greet friends and family as they pass through to exit.

Timeline for recital day

40 minutes to start time: you and any additional performers arrive;

30 minutes to start time: your page turner arrives;

20 minutes to start time: all performers clear the stage and house

15 minutes to start time: house opens

5 minutes to start time: stage manager will call performers to places

start time: recital begins on schedule

75 minutes or less *after* start time: you exit the stage to thunderous applause and head to the greenroom to greet your well-wishers

5 minutes after *end* time: you gather your belongings and clear the area

Extended Setup/Teardown Recital Slots

Due to the equipment-heavy nature of some recitals, select groups are eligible to sign up for recital slots that allow an additional 30 minutes of setup time. By default, this includes percussion and composition students. All other students must petition the School of Music to be permitted to sign up for one of these slots. A detailed recital proposal outlining the artistic and/or pedagogical need for additional setup time must be submitted to and approved by the School of Music prior to recital scheduling.

Some of these slots will be placed as the first recital of the day for that venue. These slots *do not* allow for additional teardown time. Your equipment is still expected to be cleared from the stage no more than 80 minutes after the start of your recital.

A second option that also allows for additional teardown time will be offered one Saturday per semester in each venue. Recital start times on these days will be 11am, 2pm, 5pm, and 8pm. The breakdown for these recitals will be:

55 minutes of setup time;

15 minutes of house open;

75 minutes to complete recital;

25 minutes of teardown time.

Receptions

A classroom on the ground floor, typically 225A or 227A, is reserved for receptions. If you would like to utilize this space, be sure to indicate this on your advance information sheet. If you are having an offsite reception, please arrange for any food or beverage to be delivered directly to the reception site. Remember that no food or drink other than bottled water may be brought into Bloch Hall or Falbo Theatre.

For Office Use Only: Rehearsal Date _____ Time _____ P _____ GR ___ DR _____ Additional _____

Student Recital Advance Information Sheet

Name _____

Instrument _____

Applied Professor _____

Recital Date and Time _____ Venue _____

Email _____ Cell _____

Type of Recital (check one):

- DMA; Lecture Recital? _____
 Concerto Recital? _____
 Final Recital? _____

Masters; Lecture Recital? _____

SR/JR Full

SR/JR Half

- Indicate your co-recitalist:

List your repertoire and running times in show order:

*indicate any anticipated intermission breaks

	Piece or Set	Time
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Equipment Requested (check all that you will be using):

- Music Stands (number) _____
- Chairs (number) _____
- Piano (prepared piano? special requirements?) _____
- Harpsichord (who is your harpsichordist?) _____
- Percussion Equipment _____
- Sound Playback (please describe) _____
 (who is your sound engineer?) _____
- Video Support (please describe) _____
- Reception (will you use the reserved classroom?) _____

Notice: Harpsichord use requires correspondence with Dr. Bill Haller. Percussion Request Form must be turned in to Prof. George Willis four weeks in advance.

**DELIVER THIS FORM TO THE OPERATIONS OFFICE AT CAC 422A
 AT LEAST FOUR WEEKS BEFORE YOUR RECITAL.**

Student Recital Permission to Register

Name _____

Instrument _____

Applied Professor _____

Email _____ Cell _____

Type of Recital (check one):

- DMA; Lecture Recital? _____
Concerto Recital? _____
Final Recital? _____

Masters; Lecture Recital? _____

SR/JR Full

SR/JR Half

- Indicate your co-recitalist:

Type of Recital (check one):

- DMA; Lecture Recital? _____
Concerto Recital? _____
Final Recital? _____

Masters; Lecture Recital? _____

SR/JR Full

SR/JR Half

- Indicate your co-recitalist:

PLEASE NOTE:

All students must acquire the signature of their applied professor before they will be permitted to schedule a recital slot.

Student Signature _____ Date _____

Applied Professor Signature _____ Date _____

Percussion Request Form

To be filled out and placed in Professor Willis's mailbox at least four weeks before the event date.

Do not turn this in with scheduling/equipment sheets.

Name _____

Date of Event _____

Date(s) Equipment
Needed _____

Event Site _____

If this is not a percussion studio recital, please list the person(s) who will play the equipment:

Equipment Requested:

_____ Do Not Write Below This Line _____

Approved _____ Denied _____

Signature _____