

Student Recital Packet

MUSC 316 (Junior Recital)

MUSC 416 (Senior Recital)

Guidelines for a Successful Recital

Please read this packet carefully. You are encouraged to complete the following Student Recital Request Form (SRRF) the semester before your recital.

Review the Recital Packet

Review this packet with your instructor to plan your recital timeline. Work with your studio instructor BEFORE you schedule your recital. Go over policies, dates, and details. Ask if you are not sure of something.

Complete the Recital Packet

Your paperwork must be complete with all required signatures before you can be enrolled in either MUSC 316 Junior Recital or MUSC 416 Senior Recital.

Start Planning Now

Begin planning one semester ahead of when you are scheduled to do your recital to secure your first choice of recital dates. All recital paperwork must be submitted by the second week of classes. Please do not wait until the last minute.

Treat Your Recital Like a Class...because it is

Enrolling in the Recital Class is different than your other classes because you don't enroll yourself via the portal. Instead, you must submit a completed recital packet with all required signatures to the ASA in the MUTA main office, PAC 106. The office staff will notify you by email when your class has been added to your class schedule.

Work with your Studio Instructor

When outlining your program, you should work with your studio instructor help you determine which level you should choose for your recital and to make sure all requirements are met. Recitals should generally be limited to solo material, although chamber works may be programmed with the approval of your instructor.

Pre-hearings

Both instrumental and vocal studios may have pre-hearings before the recital. Work with your studio instructor to determine if a pre-hearing is needed. Make the necessary arrangements with the SOA Production Manager.

Schedule Your Recital Date

Contact Carmen Gomez, SOA Production Manager in PAC 135A to schedule your recital. Carmen will sign your recital form as confirmation.

- All recitals are generally scheduled on Tuesdays and Thursdays, 5:00pm and 6:00pm.
- MUSC 316 Junior recitals are in PAC 134. MUSC 416 Senior recitals are in ARTS 150.
- Recitals will not be scheduled during finals week, when classes are not in session, or on a holiday.
- Be aware of the School of the Arts performance calendar. Students may not schedule a recital against any major performing ensemble or faculty event within the School of the Arts, or another student recital.
- When a recital date is placed on the calendar, it will be considered final and may be altered only under extenuating circumstances and with the permission of the studio instructor and Carmen Gomez. Realize that you may need to replace your faculty panel and accompanist with new members.
- Trading dates with another scheduled recital is allowed, but only with permission from the department chair.

Faculty Panel required

In addition to your instructor, you are responsible for requesting two faculty members (in addition to your studio instructor) to attend your recital. Faculty will agree to serve on your panel by signing your recital form. Those faculty members, along with your instructor, will each complete a recital evaluation which will be saved in your student file.

Accompanists

Every student has the same opportunity to have an accompanist for their rehearsals and recital, however it is the student's responsibility to make the necessary arrangements. Consult with your studio instructor on how to find an accompanist. Accompanists will agree to play for recital by signing your recital form. It is the student's responsibility to compensate their accompanist if such arrangements have been made. Carmen will need to know how many chairs and/or stands will be needed and names of any other musicians.

Recital Length

MUSC 316 Junior recitals should be no less than 30 minutes long.

MUSC 416 Senior recitals are 60 minutes. A five-minute intermission may be appropriate.

Drop, Postpone, or Cancel Your Recital

Please be aware that last-minute cancellations, postponements, and rescheduling of recitals deprive other students of legitimate opportunities to perform. This also places undue stress upon recital hall availability. Please speak with your instructor before completing the paperwork and scheduling to avoid unnecessary drops or cancellations.

- Dropping your recital is the same as dropping another class – except you can't do it by yourself. In order to successfully drop, you must complete an Add/Drop form and submit it to the MUTA office before census (end of the 4th week of class).
- If you drop the class before the census date, you will need to re-submit your recital paperwork to enroll for another semester.
- If you are forced to postpone/cancel your recital after the census date, you will receive an incomplete and will need to make up the grade within a year by completing your recital, thus fulfilling the requirements. Do not re-enroll in the class. Failure to complete your recital within one year will automatically revert an incomplete to an "F" in the class.
- If you do drop, postpone, or cancel you are responsible for informing the SOA Production Manager directly.

Publicity - Printed Programs and Posters

Publicity and printed materials for your recital is your responsibility (including expenses). Ask your studio instructor to review your materials before printing. Do not ask office staff to complete or format your program or poster for you.

Printed programs are required. Please see the program template for specific information required. Posters are not required but are a good way of advertising and inviting the public to attend. If you choose to have a poster, check with the MUTA office for guidelines. Posters must be stamped at BMU 220 before posting them on campus public bulletin boards. Some other avenues for publicity include:

University Announcements: www.csuchico.edu/pa/announcements.html

KCHO: Information may be sent through campus mail at Zip 500

ORION: Campus mail Zip 50

Public Service Announcements (PSA)

News and Review: <https://chico.newsreview.com/>

Enterprise Record: 891-1234

Program Example

The following two pages are an example of the standard information to be included in your printed program. However, programs are not limited to this style format, only the information. Programs may be full sheet or booklet style (if you need inspiration ask to see programs from past recitals). Work with your studio instructor to determine what information is necessary i.e. translations, composer history, etc.

Give **one copy** of your program to the MUTA main office before your recital. If you have questions, please speak with your instructor.

Reference Recordings

Audio recordings of your recital will be made by the Department of Music and Theatre free of charge. The student is responsible for all other arrangements/costs for video or special recordings. These arrangements must be cleared with the SOA Production Manager, Carmen Gomez.

Rehearsal and Recital Space and Stage Crew

Additional rehearsals and dress rehearsals may not be held in the recital hall unless permission is given. Additional rehearsal times in the performance space will need to be arranged through the SOA Production Manager, Carmen Gomez. A house manager and ushers will be provided by the SOA.

Receptions

Receptions are not required, are at the student's expense, and should be limited to senior recitals. If you would like to schedule a reception, please check with Carmen Gomez for available space two weeks before your recital. Please understand, due to scheduling and limited room resources, not all requests may be granted and reception locations may be relocated to an equally accommodating location. Food and drink are not allowed in performance venues.

Main Office
Music and Theatre Department (MUTA)
PAC 106
muta@csuchico.edu
530-898-5152

Carmen Gomez, Production Manager
School Of the Arts (SOA)
PAC 135A
cfgomez@csuchico.edu
530-898-4296

California State University, Chico
Department of Music and Theatre
Presents the Senior Recital of

Brooklyn Becker, Soprano

with

Luke Nicolay, Piano

and

Daniel Crispino, clarinet

From the Studio of Dara Scholz

Thursday, November 18, 2021

Zingg Recital Hall

5:00pm

*Presented in partial fulfillment of the requirements for the degree of
Bachelor of Arts in Music: Music Education*

PROGRAM SAMPLE



Concert Program

Alleluia, from *Exsultate, jubilate*, K. 165.....Wolfgang Amadeus Mozart (1756–1791)

Dein blaues Auge (Your Blue Eyes).....Johannes Brahms (1833–1897)

From *Acht Gedichte aus 'Letzte Blätter'*, op. 10..... Richard Strauss (1864–1949)

Nichts (Nothing)

Allerseelen (All Souls' Day)

Love's Philosophy, from *Three Songs*, op. 3.....Roger Quilter (1877–1953)

From *Six Elizabethan Songs*.....Dominick Argento (1927–2019)

Sleep

Diaphenia

Der Hirt auf dem Felsen, D. 965 (The Shepherd on the Rock).....Franz Schubert (1797–1828)

Daniel Crispino, clarinet

Nuit d'étoiles (Night of Stars).....Claude Debussy (1862–1918)

L'heure exquise (The Exquisite Hour).....Reynaldo Hahn (1874–1947)

O mio babbino caro (My Dear Father) from *Gianni Schicchi*.....Giacomo Puccini (1858–1924)

Giunse alfin il momento ... Deh, vieni, non tardar.....Wolfgang Amadeus Mozart (1756–1791)

(The moment finally arrives... Come, do not delay) from *Le Nozze di Figaro*

Mein Herr Marquis (My Dear Marquis)..... Johann Strauss (1825–1899)

"Adele's Laughing Song" from *Die Fledermaus*

(texts & translations on the following pages)

PROGRAM SAMPLE

Student Recital Checklist

It is best to begin planning your recital earlier rather than later. Begin the process in the prior semester to your recital, if at all possible.

- _____ Consult with your studio instructor regarding what level of recital (MUSC 316 junior recital or MUSC 416 senior recital) you should present and what the requirements are for that recital level.
- _____ Complete the student section and fill in the studio instructor name and accompanist name (if applicable) on the Student Recital Request Form (SRRF)
- _____ Check with your accompanist (if applicable) to determine which Tuesdays or Thursdays during the semester they are NOT available.
- _____ Schedule your recital date with the SOA production manager, Carmen Gomez (PAC 135A, 898-4296, cfgomez@csuchico.edu). She will fill out the appropriate portion of your SRRF and sign it. Carmen will need to know how many chairs and/or stands will be needed and names of any other musicians.
- _____ Have your studio instructor sign your SRRF to confirm that the planned recital follows the guidelines as set in the Student Recital Policy.
- _____ Have your accompanist sign your SRRF (if applicable) to confirm they are available for the date and time of your recital.
- _____ Locate two faculty members (in addition to your studio instructor) who will agree to serve on your faculty panel. Have them sign your SRRF to confirm they are available for the date and time of your recital.
- _____ Submit your SRRF to the MUTA office with the signatures of the SOA production manager, your studio instructor, faculty panel members and accompanist (if applicable). The department chair will sign your SRRF and the MUTA office will enroll you in the recital selected on your form.
- _____ Arrange a dress rehearsal time with your studio instructor and accompanist (if applicable). The date and time must be officially scheduled with Carmen Gomez, the SOA production manager.
- _____ Design any posters or other publicity materials. Posters should be printed for distribution approximately one month before your recital. You must go to BMU 220 for stamped approval before posting on campus. You are responsible for paying for any publicity materials.
- _____ At least two weeks before your recital date, have your studio instructor proof your program and have them printed. You are responsible for paying for the printed program.
- _____ If you would like to host a reception after your recital, check with Carmen Gomez for available spaces at least one month in advance of your recital.

STUDENT RECITAL REQUEST FORM

Students are highly encouraged to complete and submit Student Recital Request Form (SRRF) the semester before recital. Completed SRRF must be submitted by the second week of the same semester of scheduled recital. Submit your completed SRRF in person to MUTA main office, PAC 106. Students will receive an email notification when their recital has been added to their class schedule.

TO BE COMPLETED BY STUDENT

Name _____

Student ID _____

Wildcat Email _____

Cell Phone _____

Consult with your studio instructor to determine which level to select.

Select Course : _____MUSC 316 (Junior Recital) _____MUSC 416 (Senior Recital)

Is this course REQUIRED for your degree program? _____NO _____YES

Have you enrolled in this course before? _____NO _____YES

If YES, you are: _____Rescheduling _____Clearing an Incomplete _____Repeating for Forgiveness

Recital Type: _____Vocal _____Instrumental (indicate instrument)

TO BE COMPLETED WITH SOA PRODUCTION MANAGER

Recitals will be in person. Schedule your recital at a time that is appropriate for your faculty panel members and accompanist (if applicable) to attend. Contact the SOA Production Manager, [Carmen Gomez](#), to book your recital.

(Carmen Gomez – PAC 135A, 898-4296, cfgomez@csuchico.edu)

Semester/Year _____

Day/Date _____

Time _____

Building/Room # _____

Booked with Carmen Gomez _____

(SOA signature confirms your recital has been booked)

STUDENT MUST REQUEST AND COLLECT SIGNATURES

Student is responsible for arranging an accompanist if needed.

Accompanist (if applicable) _____

print name or N/A for not applicable

signature (confirms accompanist is available for date and time listed above)

Studio Instructor _____

print name

signature (confirms planned recital meets the student recital policy guidelines)

Faculty Panel Member _____

print name

signature (confirms faculty member is available for date and time listed above)

Faculty Panel Member _____

print name

signature (confirms faculty member is available for date and time listed above)

Department Chair _____

print name

signature (department chair acknowledges date and time listed above)