

Student Recital Checklist

Pre-Recital

- Read the “Recital Packet” on the ECU website.
(ECU School of Music–Current Students–Recital Packet)
- Meet with the staff in the Main Office to find times suitable for your recital. Take these dates to your applied teacher and accompanist for approval.
- When you have two suitable dates, fill out the “Recital Permission Form” from the Recital Packet and get the appropriate signatures.
- Should your recital require any special set up with audio reinforcement/live sound, coordinate with the Audio Services Coordinator **BEFORE your recital is scheduled.**
- Turn in this form to the Main Office on the designated days stated in the Recital Policy. The sooner this is turned in, the better chance of reserving your desired date. Once your date is confirmed, a notification will be sent to your applied instructor and accompanist. You are responsible for notifying any additional participants. Should you want a reception schedule this at the same time you schedule your recital.
- Schedule extra set up time if your recital requires a complicated stage plan.
- Schedule your recital jury **AT LEAST TWO WEEKS** in advance of your recital. In the event you need to reschedule your recital, if proper notice is not given, you are not guaranteed an ideal date or audio recording services. It will be your responsibility to make all arrangements.
- Prepare your recital program as per the ECU Concert Program Guidelines (found in the Recital Packet) **BEFORE** your recital jury. Templates for the student recital program are also found under the same link as the Recital Packet. Your teacher will proof your program at the time of the recital jury.
Reminder: do not change font styles in the template or change text box size. This will create problems when printing. Only adjust the size of fonts.
- Posters may be hung on bulletin boards in the building to advertise your recital. **DO NOT tape posters to walls, doors, windows, or bulletin boards.**

Post Recital

- Email a PDF or Word copy of your finalized recital program to the main office. If you fail to do so, you will not receive credit for your recital and it will affect your graduation date.

Student Recital Policy

Priority reservations for recitals for the 2018-2019 year are as follows:

FALL REQUESTS

August 27 & 28 Graduate Students
August 29 – 31 Undergraduate Seniors
after September 4 the calendar will open for other recitals
all fall recital requests will end on Friday, October 5 (Fall Break)

Requests for a recital date in January/February will open on Nov. 1 and close Dec. 1

SPRING REQUESTS

January 14 & 15 Graduate Students
January 16 – 18 Undergraduate Seniors
after January 22 the calendar will open for other recitals
all spring recital requests will end on March 1 (Spring Break)

Student Recital Policy - updated (4/2009) & (3/2010)

Graduate students will be given priority recital dates after the faculty have booked their events. Seniors are next to book recitals and all others will follow until the cut off dates listed. Graduate students and seniors will book their recital in the Recital Hall. All other student recitals, studio recitals and organization recitals will be held in B110 or B105. Recital packets can be downloaded from the School of Music website. **The student recital form with the applied instructor's signature (voice department – chair approval required) must be submitted at the time of the request.**

The time frame for recitals held during the week is 7:00 PM and 9:00 PM. Times for recitals to be scheduled on Saturdays & Sundays: 1:00, 3:00, 5:00, 7:00, & 9:00 PM.

Extra set-up and take down time will be dealt with on an individual basis.

Recitals may not be scheduled during Reading Day, exam days, after classes end at the end of Spring semester or days the University is officially closed.

Students and applied instructors are asked to give careful consideration to the recital date to avoid cancellations.

The recital form & packet are located under current students on the School of Music website. Ten copies of your recital program must be turned into the office room 102 in order for you to receive credit for the recital. Please turn them into the office prior to your recital. These programs must be **(half sheet 5 ½ X 8 ½)**.

Bulletin Boards: A bulletin board is provided on the 2nd & 3rd floor landing specifically for student recitals and student group information. There are other bulletin boards provided around the building where you may display your recital programs – please do not tape them to the doors, windows, or walls.

GUIDELINES FOR RECITAL SCHEDULING AND RECEPTIONS

Event Scheduling in the A.J. Fletcher Recital Hall:

1. All scheduling is to be done through the main office.
2. Scheduling priority will always be in the following order: Ensembles, faculty, required student recitals, non-required student recitals, non-SOM events.
3. Each event shall have the green room (B136) and the hall itself reserved for a half-hour before the scheduled start time provided there is not a previous event conflict. Additional time must be arranged with the main office.
4. Available event starting times are as follows: Weekdays are 7:00, 8:30 or 9:00pm. Weekends are 1:00, 3:00, 5:00, 7:00, 8:30 or 9:00pm.
5. In the event two recitals run back-to-back the later concert will have to use the green room (B136) in a sensitive manner. Remember that your colleague is performing next door, so please keep noise and movement through the performance area to a minimum. The hall itself will only become available to the later concert once the first performance has finished.

Reception guidelines:

1. Rooms 136, 105 and 110 and the lobby (in front of the main office) are available for any concert receptions immediately after a performance. Again, the main office will handle scheduling.
2. If two consecutive events plan to have receptions, please work out with your colleague as to who will use which room and for how long. Again, please be sensitive to the noise levels in and around the performance area.
3. You are responsible for the setup, running, and clean-up of a reception. Stage managers are NOT responsible for this. If you move tables and chairs around, you must put them back where you found them. Failure to do so will result in revocation of all hall and room reservation privileges.
4. **There is no alcohol of any kind allowed anywhere in ECU facilities. This includes receptions.**

Policy on Use of and Access to the Main Recital Hall Concert Grand Piano

The main Steinway concert grand piano housed in the Recital Hall (RH1) is to be kept locked and stored in the backstage area of the hall. The second Steinway concert grand piano in the Recital Hall (RH2) is to be kept unlocked and always accessible and should be left on the stage and only moved back stage when necessary. Both pianos are to be kept covered when not in use. When removed, covers should be placed on a chair or table and never on the floor. Two people are required to move these pianos in and out of the backstage area.

Keys to the main Recital Hall piano have been permanently allocated in this way:

- Piano faculty (4)
- Staff accompanists (2)
- Piano technician (1)
- Two keys in music office (2)
- Director of Choral Activities (1)
- Four Seasons Managing Director (1)

Keys to the locked Recital Hall Steinway concert grand piano may be signed out for temporary use by any of the faculty who do not have a permanently assigned key and any piano major who is preparing a solo or duo recital to be performed in the Recital Hall.

Generally this instrument is not to be used for accompanying student recitals except when performing with a faculty or staff member. The exception to this will be those recitals that are accompanied by a non ECU faculty or staff member if the applied teacher is willing to temporarily sign out a key for the accompanist. The student performer and accompanist must initiate this request with the applied teacher who will accept the responsibility of temporarily signing out a key from the music office.

Prepared piano and extended techniques must be reviewed by the piano technician and approved by the chair of the keyboard department in advance. Extended techniques include any unconventional method of generating sound in the piano such as introducing foreign objects into the piano, plucking or muting the strings, and marking the piano, etc.

Any faculty member may petition the Keyboard Department to sign out a key to the piano for permanent use. The request should be sent by email to the Chair of the Keyboard Department and must include justification of why they should be assigned a key for permanent use. The Director of the School of Music will be involved in this decision process.

Recital Permission Form

PLEASE COMPLETE AND RETURN THIS FORM TO THE MAIN OFFICE

STUDENT RECITAL AND ACCOMPANIST INFORMATION

NAME _____ BANNER ID _____

INSTRUMENT _____ MAJOR _____

PHONE (cell) _____ E-MAIL _____

Recital type: _____ Half Recital Whole Recital
(e.g. Graduate, Senior, Junior, non-degree, other)

Date of Concert _____
(first choice) (Month) (Date) (Year)

Date of Concert _____
(second choice) (Month) (Date) (Year)

Actual Starting Time of concert _____

Required rooms will be reserved 30 minutes prior to your recital unless extra time is requested. Please note if a reception is being held you need to coordinate room use with the person holding a recital before/after your time.

Extra time needed for set-up (percussion/conducting, etc): _____ hour(s), _____ min

Technology requirements:

Audio files live stream (RH only)

Video file live sound reinforcement, etc. (describe needs below)

Live sound reinforcement is subject to approval by the Coordinator of Audio Services
BEFORE the recital date can be reserved.

Applied faculty member's approval _____
date

Department Chair's approval (voice only) _____
date

Accompanist's name _____

Accompanying Department Approval _____
(Stellrecht, Garner or Gilliam only) date

Accompanists will be assigned on a first come, first served basis. Only required performance degree recitals will be provided an accompanist.

Coordinator of Audio Services approval (if applicable) _____