

MEMORIAL UNIVERSITY SCHOOL OF MUSIC

RECITAL TIMELINE

- Now **Complete the Recital Information form** (Google doc) found [here](#) and submit it by January 27th 2021. You will be contacted with your tentative recital date soon after. The Concert and Facilities Coordinator has your instructor's availability and will ensure that your panelists are confirmed.
- Review School of Music Recital Protocol** – Everything you need to know about your recital is in the “School of Music Recital Protocol” attached.
- Six weeks before **Complete a Recital Application Form** once you have your recital date and time, including your precise recital repertoire and ask your instructor to approve and sign it. This form is available [here](#). No changes to the recital program will be allowed after this time without your instructor's written consent. Send the completed form to [Concerts and Facilities Coordinator](#)
- Four weeks before **Book your dress rehearsal time** – You are entitled to one hour in the hall as dress rehearsal (two hours for 445B, 645B and 745B).
- Three weeks before **Program and Program Notes** – Program copy must be submitted to [Maureen Houston](#) electronically **no less than three weeks before** the recital date. Students in Music 445B must also submit program notes (not to exceed 350 words). Vocal recitals may submit song text translations. Preferred format for submission is Microsoft word; other compatible word processing formats are acceptable. Please assure that all necessary information is contained on the program you submit.
- Two weeks before **Program and Program Notes** – Formatted program and program notes will be returned to you in digital format for proof reading.
- One week before **Program and Program Notes** – Return proofread program and program notes to the main office for printing.
- Additional rehearsal time** – Additional rehearsal time in the hall may be booked with the [Concerts and Facilities Coordinator](#) at this time, if there is available space.
- Confirmations** – Please confirm all booking arrangements with the [Concerts and Facilities Coordinator](#).

RECITAL LENGTH REQUIREMENTS

Students are responsible for providing their own collaborative pianist for accompanied repertoire. If not performing from memory, students must perform from an original score, not unauthorized copies.

All students in **345B** must present a public recital consisting of 25 to 35 minutes of music. Each recital must be presented in a continuous half-hour format (i.e., not alternating with another student).

All students in **445B** must present a public recital consisting of 50 to 60 minutes of music, with program notes. The recital will normally be scheduled before the last day of classes.

All students in **645B** must present a public recital consisting of 50 to 60 minutes of music, with program notes. The program notes may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice.

All students in **745B** must present a public recital consisting of 50 to 60 minutes of music, with program notes, either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice.

Students in **647B** must present a public recital consisting of 30-50 minutes of music, with program notes which may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice. NOTE: At least one of the two recitals for the degree (Music 647B or 747B) must be a minimum of 45 minutes in length.

Students in **747B** must present a public recital consisting of 30-50 minutes of music, with program notes which may be either printed or delivered in spoken form from the stage. Memorization is expected in accordance with current performance practice. At least one of the two recitals (Music 647B or 747B) must be a minimum of 45 minutes in length.

Recitals are evaluated by a panel of three faculty, including the student's applied instructor.

SCHOOL OF MUSIC RECITAL PROTOCOL

RECITALS IN WINTER 2021 SEMESTER

Access to D.F. Cook Recital and Suncor Energy Hall for Recitals

Access to the D.F. Cook Recital Hall or Suncor Energy Hall for student recitals is accorded only to students who are required to give a public recital as part of their performance course, i.e., of students in Music 345B, 445B, 645B, 647B, 745B, 747B, 7210 or 7310.

Students may not “share” programs with musicians who are not registered in the program, with the exception of professional musicians such as collaborative pianists.

Booking and Permissions

The hall must be reserved a minimum of two months in advance of the recital date. No reservations will be confirmed without the presentation of the written approval of the performance instructor and the dean. Such permission is dependent on the final determination of the complete recital program, including timing. No changes to the program will be admitted after submission without written permission of the instructor and director. In the case of programs which require an accompanist, the accompanist must be selected from a list of accompanists approved by the School.

One month before your recital date you may book a one hour dress rehearsal (two hours for students in 445B, 645B or 745B) with the [Concerts and Facilities Coordinator](#) (MU-2034A). One week before your recital, you may book additional rehearsal time if time is available.

Recital preparation

In January of each year there will be a mandatory briefing session for all students scheduled to give recitals outlining recital etiquette, the critical path for publicity and program preparation.

The printed program (and program notes, where applicable) must be submitted to [Maureen Houston](#) a minimum of three weeks before the recital date. Program information must include:

- full title
- movements (if any)
- full name of composer with year of birth (and death, if applicable)
- name(s) of accompanist and/or assisting artists (if any).

The student and the performance instructor will be required to proof-read all print material for the recital. Errors which remain in the printed program may result in a penalty on the performance evaluation. The final, proofread recital program must be submitted to [Maureen Houston](#) no later than one week before the performance date. Late submitted programs will not be printed and could result in a penalty on the performance evaluation.

AUDIO RECORDING of STUDENT RECITALS

ACADEMIC CREDIT RECITALS

Academic credit recitals, required by the degree program, are recorded for archival purposes. Students wishing to have a copy of the audio recordings of their recital can request them from the [Concerts and Facilities Coordinator](#).

A fee applies for all other special requests for audio recordings. Please see the [Music Technologist](#) (MU-2034) for details.

VIDEO RECORDING of STUDENT RECITALS

Student Recitals in the Winter 2021 semester will be video recorded. Students may request a copy of the complete recording via digital transfer within 2 months of the recital.

LIVESTREAMING of STUDENT RECITALS

Recitals in the Winter 2021 semester will be livestreamed to YouTube if the student desires. These will be single camera productions with excellent quality audio and there will be no cost to students this term. An unlisted link will be provided several weeks in advance of the recital.

Recital Program Style Guide

(adapted from Florida State University, Rice University and the Chicago Manual of Style)

1. Include ALL information for the piece: full names of composers, composer dates, opus numbers, keys, etc. as appropriate.
2. List titles correctly and completely. Check library catalogue listings, which are often more accurate than the printed score. Include these items when appropriate:
 - a. number within a series: Sonata **no. 3**
 - b. key: Sonata no. 3 in **F-sharp minor**
 - c. opus number: Sonata no. 3 in F-sharp minor, **op. 23**
 - d. number within an opus: Trio in C minor, op. 1 **no. 3**
*note that opus and number are customarily abbreviated to op. and no.
 - e. thematic catalogue number. See the next section, "Catalogue Numbers." (If you need help with these, ask your applied teacher.)
 - f. date of composition, if written less than 50 years ago OR the composer is still living, in brackets after the title: Fragments (1976)
 - g. movements, as given in the score, in italics:
Trio in C minor, Op. 1, No. 3
Allegro con brio
Andante cantabile con variazioni
Menuetto: Quasi Allegro
Finale: Prestissimo
3. **NOTE** that keys are written out fully (F-sharp minor) and the key is lower case. Modifiers "sharp" and "flat" use a hyphen to attach them to the letter name of the key and begin with a lower case letter.

4. Catalogue Numbers. If your program contains works by these composers, the following information should be included for each:

<i>Catalogue</i>	<i>Example</i>
Haydn: Hoboken	Sonata in C minor, Hob. XVI/52
Schubert: Deutsch	Sonata in B flat major, D. 960
Bach, J.S.: BWV (Bachs-Werke-Verzeichnis)	Partita in B flat major, BWV 825
Mozart: Köchel (Köchel-Verzeichnis)	Sonata in B flat major, K. 333
Scarlatti, Domenico: Kirkpatrick	Sonata in E major, K. 375

5. Use the full name of a composer whenever possible, with dates or birthdate:
George Frederic Handel (1685-1750)
OR
George Crumb (b. 1929) **Note** the use of "b." rather than the date alone.
6. Please do not forget your **PIANIST** or other assisting artists!
 - a) If pianist is playing 50% or more of the program, he/she should receive equal billing at the top.
 - b) Assisting artists who are playing on only one piece should be listed just below the work in which they play