



**Department of Music  
CHD 100 Craigie Hall  
2500 University Dr NW  
Calgary, AB  
T2N 1N4**

Telephone: (403) 220-5376  
Fax: (403) 284-0973

**To:** All Junior, Senior and Graduate Recitalists

**Date:** September, 2011

**From:** The Music Office

**Re:** RECITAL REQUIREMENTS

All student recitalists must submit the following forms to the Music Office:

### **1 STUDENT RECITAL CONTRACT**

Please make sure to read your contract so that there is no confusion. Your contract will need to be signed by both you and your instructor and then submitted to CDH 100 no later than **November 1<sup>st</sup>**.

### **2 RECITAL & DRESS REHEARSAL SIGN-UP SHEETS**

A Recital Sign-Up Sheet will be posted outside of CHD 100 (music bulletin boards) on **September 26<sup>th</sup>** so that you can select a date and time for your recital. This sign-up sheet will be taken down on Monday, **October 17<sup>th</sup>**. On **January 9<sup>th</sup>** a Dress Rehearsal Sign-Up sheet will be posted outside of CHD100 so that you can choose your rehearsal time. This sign-up sheet will be taken down on Monday, **January 23<sup>rd</sup>**.

### **2 RECITAL PROPOSAL**

Please complete your Recital Proposal form, making sure that all of the required information has been filled out. It is not up to the Music office to edit or proof read your proposal and it is your responsibility to ensure that all of the following information is included on your proposal:

1. Complete names of titles, names of movements and opus numbers
2. Complete names of composers and dates must be included
3. Accurate Timing of works to be performed
4. Full names of accompanists and any other participating performers

*\*All proposals must be approved and signed by your instructor and the Performance Chair (Edmond Agopian) and handed into the Music Office at least **four weeks** prior to your recital. Once approved by the performance area, you may not change the repertoire to be performed without re-submitting your proposal for approval.*

### **3 RECITAL TECHNICAL INFORMATION**

Your Tech Recital Information form needs to be completely filled out and submitted to the Music Office at least **four weeks** prior to your recital. If you have any questions regarding your technical set-up please contact Luke Dahlgren from University Theatre Services: lmdahlgr@ucalgary.ca or 220-8265

**If any of these forms are handed in late, you run the risk of having your recital cancelled.**

# Department of Music Student Recital Contract 2011-2012

*Please read, fill out and return to the office no later than **November 1, 2011***

NAME (Full Name): \_\_\_\_\_ ID \_\_\_\_\_

INSTRUMENT OR VOICE TYPE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF RECITAL:             Graduate             Senior             Junior

RECITAL DATE AND TIME: \_\_\_\_\_

RECITAL PROPOSAL DUE:    **4 WEEKS PRIOR TO YOUR RECITAL**

- **PROGRAMS:** I understand that I am responsible for creating & printing my own recital program and for handing them in to the box office at least an hour before my recital. All program notes must be approved by my instructor/advisor and by the Performance Chair (Edmond Agopian). A program template can be downloaded from the U of C Music website <http://music.ucalgary.ca/students>
- I understand that once my dress rehearsal is booked, I cannot switch my rehearsal time without getting permission from the Concert Manager.
- I understand that if I would like to hold a reception in the Rozsa Centre after my recital, that it must be booked in advance (no less than two weeks before my recital) with the Front of House Manager, Janice McNulty - Craigie Hall G 203, ph.: 220-4906.
- I have received and read a copy of the Department of Music Recital Requirements and will comply with its requirements.
- I understand that if I decide to use the harpsichord for my recital, that it will only be tuned for my performance and not for my dress rehearsal.
- I agree that the **ONLY** acceptable reason for requesting a change of recital date is a medical condition or death in the family and that I must get permission from the Department Head (Dr. William Jordan) and provide The Department of Music with a Doctor's note. Anyone who changes his or her recital date runs the risk of having to perform his or her recital in the Boris Robaukine Recital Hall or Doolittle Studio.
- I understand that if I do not meet the required deadlines for the Recital Contract, Recital Proposal and Recital Technical Information forms, I risk having my recital cancelled by the Department of Music.
- I understand that Recitals are University Examinations. Only the Dean, Registrar or Department Head can cancel or reschedule my recital. If there is a death in the family or physical injury verified by a physician's note, the request for cancellation or rescheduling should be submitted to the Department Head in the first instance.
- I understand that I cannot notify the Rozsa Centre of cancellations or rescheduling. **Failure to abide by these conditions will result in a grade of "F" for the examination.**

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Student Signature

Date

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Instructor Signature

Date

Department of Music  
Recital Proposal

Name of Recitalist: \_\_\_\_\_ Recital Date: \_\_\_\_\_

Recitalist Instrument: \_\_\_\_\_ Performance Time: \_\_\_\_\_

Recitalist Email: \_\_\_\_\_ Recitalist Phone: \_\_\_\_\_

Applied Teacher: \_\_\_\_\_ Name of Accompanist: \_\_\_\_\_

Recital Type:  Graduate                       Senior                       Junior  
Venue:  University Theatre       Boris Roubakine       Eckhardt-Gramatté Hall  
 Other (Please Specify): \_\_\_\_\_

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Graduate and Senior recitalists: include intermission in programme Total Time: \_\_\_\_\_  
(Required times: Graduate & Senior: 60-65 min, Junior 40-45 min)

Senior and Graduate recitals require programme notes: These should be done in consultation with the Applied Teacher/Supervisor and high literacy standards are expected - especially so with regard to composer's names and musical terms. Programme notes may be returned to the student for revision if not up to expected standards.

Approved By:  
Applied Teacher/Supervisor \_\_\_\_\_ Performance Chair (Edmond Agopian) \_\_\_\_\_

**Complete and return at least FOUR WEEKS prior to your recital!**

# Recital Technical Information

## Performance Details

Venue \_\_\_\_\_  
 Artist/Ensemble Name \_\_\_\_\_  
 Performance Date \_\_\_\_\_  
 Performance Time \_\_\_\_\_  
 Arrival Time ( not before 6 PM) \_\_\_\_\_ for performance  
 \* The Hall will not be available until the time indicated.

**Please provide details on the general structure of the concert.**  
 \*Please note Junior Recitals do not have an intermission.

First Part (total mins) \_\_\_\_\_  
 Intermission (total mins) \_\_\_\_\_  
 Second Part (total mins) \_\_\_\_\_  
 Total Run Time \_\_\_\_\_

*\*Minimum Run Times for Recitals*  
 Junior 40-45 mins, Senior 60-65 mins, Graduate 65-70 mins

## Technical/PA Requirements

Number of performers \_\_\_\_\_ stands \_\_\_\_\_ chairs \_\_\_\_\_  
 Please explain \_\_\_\_\_

Do you require a conductor's music stand? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you require conductor's podium? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you require risers? 8" \_\_\_\_\_ 16" \_\_\_\_\_  
 Do you require a mic for speaking? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please indicate whether you will be using the following equipment.**

**Mic** \_\_\_\_\_ How Many? \_\_\_\_\_

**Mix** \_\_\_\_\_

**Monitor (playback)** \_\_\_\_\_

Indicate playback medium CD \_\_\_\_\_ Cassette \_\_\_\_\_ DAT \_\_\_\_\_

**Media Feed** \_\_\_\_\_

**Special Effects** \_\_\_\_\_

Computer \_\_\_\_\_ Delays \_\_\_\_\_ Reverb \_\_\_\_\_ Lighting \_\_\_\_\_

\*If you have any special requirements not outlined here please see Luke Dahlgren. (403) 220-8265

## Piano

Piano tuning time is pre-scheduled and must be booked with the Music Office  
 Piano tuning will be arranged for all Graduate Recitals, and for Senior Recitals where the recitalist is a piano major.  
 \*Please note that pianos in the Hall are already tuned on a regular basis.

Will you require a piano(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Which piano(s)? 9ft Yamaha \_\_\_\_\_

9ft Steinway \_\_\_\_\_

7ft Steinway \_\_\_\_\_

Lid off Yes \_\_\_\_\_ No \_\_\_\_\_

Other Keyboard Instrument:

Please explain \_\_\_\_\_

*Note: UTS will remove lids for performances and dress rehearsal only.*

## Diagrams: Concert Set-up Requirements

Please illustrate a separate diagram for each stage change:


## Archival Recordings

UTS will record the concert on CD format. Each student will receive a CD copy of their recital to keep. If anyone wishes to make a copy of a particular recital, they will have to contact the student directly and make arrangements. The Music Department will no longer loan out CDs for students to copy.

## Rehearsals

Dress Rehearsals will be booked on a first come, first serve basis. There will be a rehearsal sign-up sheet posted outside of the music office in mid January. Rehearsal times may not be switched without the approval of the Concert Manager.

## Receptions

Space for your reception must be booked no later than 2 weeks prior to your performance date. Please call the UTS Front of House Manager to reserve your space and make any other necessary arrangements 220-4906.