

Recital Meeting

Spring 2019



CALIFORNIA STATE UNIVERSITY
FULLERTON

music.fullerton.edu/recitals

facebook

www.facebook.com/groups/csufmusicrecitals/

Recital Length & Intermissions

— [For every 20 minutes of music add 5 minutes

— [No admission may be charged for recitals

Recital Length & Intermissions

- [498 / 597 / 398 Shared / Specials
- 90 minutes total length
- 40-60 minutes of music
- May include one 10 minute intermission

Recital Length & Intermissions

— [398 Solo

— 45 minutes total length

— 25-35 minutes of music

— **No Intermission**

Recital Length & Intermissions

- [Extended BM Junior Recitals (398)

- 55 minutes total length

- 40-45 minutes of music

- **No Intermission**

- Solo Recital (cannot share)

- Instructor Approved

- Instructor must notify the Production Coordinator **BEFORE** recital scheduling.



Additional Signage

- [Must be on stakes

- [Attaching signs to light post, kiosks, buildings, windows, etc. using taping materials that may remove paint, finishes, etc. is **EXPRESSLY FORBIDDEN by the UNIVERSITY!**

- [If not removed by 12 midnight

- \$25 fee for department removal

- Hold placed on your record until it is paid

School of Music Contacts

— [**Lead Audio Engineer:**

Bob Minor

— [**Production Manager:**

Mike August

— [**Rehearsal Scheduling:**

Chris Searight

— [**Audio Engineer:**

Jeff Lewis

— [**Marketing and Patron Services:**

Julie Bussell

— [**School of Music Information Office:**

Paul Shirts

Receptions

— [Receptions are **NOT** allowed inside the PA building

— [On-Campus options

— Titan Student Union (TSU)

— Golleher Alumni House

— Marriott Hotel

Crew & Equipment

Demo

— [Ushers **Will** be provided

— [Stage crew will be provided for any logistical requirements

— [Standard Recital Equipment

— 10 chairs

— 10 stands

— Piano

— Need more? ... Fill out student production request online

Facebook Event

— [To have your recital listed on the School of Music Facebook Page

— Create a **PUBLIC EVENT**

— Send URL to Jason Pano

— As a Facebook message to “Cal State Fullerton School of Music” Facebook page

— By email jpano@fullerton.edu

Recital Approval & Course Enrollment

— [Must receive recital approval in the previous semesters jury

— [Must enroll in the appropriate class (398, 498, or 597)

Before Scheduling

— [Special Recitals within the first 8 weeks of the semester only

— This applies even if the recital is being shared with a 398

— [Graduate students must have their project proposal approved in final form.

ALTERED STATES
A Project
Presented to the
Faculty of
California State University, Fullerton

In Partial Fulfillment
Of the Requirements for the Degree
Master of Music
in
Composition

By
Steve Reicher
Approved by:

Igor Stravinsky, Committee Chair
Department of Music

Date

Luciano Berio, Member
Department of Music

Date

Terry Riley, Member
Department of Music

Date

Recital Scheduling

— [Available Dates

— Posted outside PA-219E (Mike's Office)

— And.....ONLINE

music.fullerton.edu/recitals

Click "Date Availability Calendar"

Recital Scheduling

Graduate Recitals

Schedule starting after this meeting

Undergraduate Recitals

Schedule Friday, January 25th

Want to do your recital within the first 6 weeks of the semester?

You can schedule now

Recital Scheduling

Demo

— [398 Recitals (Junior & Senior)

— Solo recitals within the first 8 weeks, and at 6pm only

— After week 8 - All 398s are **REQUIRED** to share

(Except pre-approved extended BM Junior Recitals)

— Find someone to share with on your own.

— Be placed with someone by me.

— Do a solo recital off-campus

March - 2018

Printed 01/18/2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dress Reh TBD Orchestra 4p NMF MCH	WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH		WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH		Wind Ensemble Fest Symphnc Winds - 12p Wind Symphony - 6p MCH	Wind Ensemble Fest Symphnc Winds - 12p Wind Symphony - 6p MCH
				6p 8p		
		Adv Vocal Wrksp 8p RH		Orch - 119 RH		
NMF 6 / 10	25	26	27	28	North Co Fest 1	North Co Fest 2 PISCA North Co Fest 3
Hallberg, saxophone 4p MCH	XXXXXXXXXXXXXXXXXX MCH	MC Reh 2:30p-3:45p US Reh 4p-5:40p XXXXXXXXXXXXXXXXXX MCH	WS Reh 12p-1:50p CC Reh 2:30p-4:20p XXXXXXXXXXXXXXXXXX MCH	Orch Reh 2:30-3:50p FJO Reh 4:30-6:20 XXXXXXXXXXXXXXXXXX MCH	Collage Reh 4p-7p XXXXXXXXXXXXXXXXXX MCH	Collage Reh 11a-1p Clayes Collage 3p Clayes Collage 8p MCH
		6p 8p	6p 8p	6p 8p		
MTAC (Edwards) 6a-6p 1st-2nd Flr Classrms RH	WS - 119 RH	Orch - 119 RH				
7 / 9	4	5	6	7	8	9 SAT 10
V V V V V V A A A A A A MCH		ACDA Preview 8p MCH	Cunliffe & Edwards duo piano 8p MCH	FJO Reh 4:30-6:20 FJBB Reh 6:30-7:50 MCH	FJO SC 4:00-5:00p FJBB SC 5:00-6:00p FJO & FBB 8p MCH	Ko & Friends 8p MCH
		6p 8p	6p 8p	Verdery, guitar 8p RH	6p 8p	
	WS - 119 RH	Orch - 119 RH	WS - 119 RH	Orch - 119 RH		
FoJ Mardi Gras Ball DST Starts 8 / 8	11	12	13	14	UnivSngs @ACDA US Perf 2:30p ACDA-W 15	UnivSngs @ACDA ACDA-W 16
An, piano 4p MCH	CC Reh 2:30p-4:20p MCH	US Reh 4p-5:40p MCH	CC Reh 2:30p-4:20p MCH	US Reh 4p-5:40p MCH	Choir Festival MCH	
	6p 8p	6p Saxophone Chamber 8p	6p 8p	6p 8p	6p 8p	MTAC (Watson) 8a-6p RH
	WS - 119 RH	Orch - 119 RH	WS - 119 RH	Orch - 119 Jazz Combos 8p 119 RH		
UnivSngs @ACDA ACDA-W 9 / 7	18	19	20	21	22	23
						V V V V V V A A A A A A MCH
MTAC (Watson) 8a-6p RH						V V V V V V A A A A A A RH
MTAC (Watson) 8a-6p 127 RH	Spring Break No Classes	Spring Break No Classes	Spring Break No Classes	Spring Break No Classes	Maundy Thursday Spring Break No Classes	Good Friday Cesar Chavez (Obv) Campus Closed
Palm Sunday 0 / 0	25	26	27	28	29	30

April - 2018

Printed 01/18/2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
V V V V V V A A A A A A MCH	CC Reh 2:30p-4:20p MCH	US Reh 4p-5:40p MCH	CC Reh 2:30p-4:20p MCH	US Reh 4p-5:40p MCH	Li, piano 8p MCH	CC Dress 1:30-2:15p US Dress 2:15-3:00p University Singers & Concert Choir 4p MCH
						Minor Opera Load In RH
		6p 8p	6p 8p	6p 8p	6p 8p	
	WS - 119 RH	Orch - 119 RH	WS - 119 RH	Orch - 119 RH		Monterey Jazz Fest
Easter 10 / 6	1	2	3	4	5	6
						Monterey Jazz Fest
	WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH	Orch Reh 2:30-3:50p MCH	WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH	Orch Reh 2:30-3:50p MCH	Zhou, violin 8p MCH	12p Orch (WTCSFD) MCH
Minor Opera Rehearsal RH	Minor Opera Rehearsal RH	Minor Opera Rehearsal RH	Minor Opera Rehearsal RH	Minor Opera 8p RH	Minor Opera 8p RH	Minor Opera 8p RH
		Evac Drill - 2:40p Evac Drill - 7:10p		Jazz Singers @ Oceanside Fest	Jazz Singers @ Oceanside Fest	Jazz Singers @ Oceanside Fest
Monterey Jazz Fest 11 / 5	8	9	10	11	12	13
		ARTS WEEK	ARTS WEEK	ARTS WEEK	ARTS WEEK	WTCFD Perf
Salem & Edwards 4p MCH	WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH	Jazz Sngnr 11a-2p Orch Reh 2:30-3:50p FJBB Reh 6:30-7:50 MCH	WS Reh 12p-1:50p SW Reh 2:30p-4:20p UB Reh 5p-6:40p MCH	Band Clinic 1p-4:30p FJBB Reh 6:30-7:50 MCH	FJBB SC 4p-5p LE SC 5p-6p FBB & LE 8p MCH	Dress Reh TBD Wind Symphony 8p MCH
		Tues Recital 1p-2:20p				
		V V V V V V A A A A A A RH	6p 8p	6p 8p	6p 8p	6p 8p
	Brass & Percussion 8p 119 RH	Jazz Combos 8p 119 RH		Orch - 119 RH		
12 / 4	15	16	17	18	19	20
	SW Reh 2:30p-4:20p MCH	JazzSing SC 5:30-7p Jazz Singers 8p MCH	SW Reh 2:30p-4:20p UB Reh 5p-6:40p MCH	MC Reh 2:30p-3:45p MCH		
	1p 3p				Cello Choir 8p	1p 3p
	6p 8p	6p 8p	6p 8p	6p 8p	6p 8p	6p 8p
	WS - 119 RH	Orch - 119 RH	WS - 119 RH	Orch - 119 RH		Choral Tutti Reh 127 10a-4:30p RH
13 / 3	22	23	24	25	26	27
					Reno Jazz Fest	Reno Jazz Fest
	SW Reh 2:30p-4:20p MCH	Orch Reh 2:30-3:50p MCH	SW Reh 2:30p-4:20p UB Reh 5p-6:40p University Band 8p MCH	Orch Reh 2:30-5p MCH	FJO SC 4:30p-6p FJO 8p MCH	Dress 11a-1:30p Orchestra/Chorus 4p Post-Cncrt Serenade MCH
		Tues Recital 1p-2:20p				
	1p 3p	6p	6p	6p	6p	6p
	6p 8p	6p 8p	6p 8p	6p 8p	6p 8p	6p 8p
	WS - 119 RH	Orch - 119 RH	WS - 119 RH	Orch - 119 RH		
ASTA OC Finals 8a-7p 127/119/120 RH	WS - 119 Perc Juries???	Orch - 119 RH	WS - 119 RH	Orch - 119 RH		
14 / 2	29	30	1	2	3	4
						SAT 5

Recital Scheduling

Demo

Production Fee

\$25.00

On-Campus Recitals Only

Must pay fee before you can schedule a date

Pay online by credit card (2.75% fee = \$0.69)

Pay in person at the cashier (no fee)

- Obtain form to take to cashier from recital webpage
- Must bring receipt back to prove payment was made

Shared recitals pay one fee

Recital Scheduling

- [Other Costs

- Programs (paper, copying, etc..)

- Accompanist

Accompanying student recitals is NOT part of the School of Music accompanists' job

Recital Scheduling

Start Times

— 6:00p - Available for all recitals

— 8:00p

— Available for all 597, 498, and shared 398 recitals

— Any Special given within the first 8 weeks

Undergraduate Scheduling

— [Schedule Friday, January 25th

— [**By Appointment**

— [Sign up for an appointment starting

Tuesday, January 22th, 10:00a

— [music.fullerton.edu/recitals

Click “Undergraduate Recital Scheduling Appointment Request”

Undergraduate Scheduling

Demo

— [Fill in required information and click “Submit”

— [Requests are timestamped with date and time of submission

— [Appointment time will be emailed to you within 72 hours

— [Appointments will be scheduled in the order requests are submitted
within your recital type (498 / 398 shared / 398 solo / Special)

Date Selection

— [Arrive at your appointment time.

— [Check with your instructor and accompanist to have multiple options

— [You will receive a checklist with dates on it

— [Take too long to pick a date, you'll be passed up

— [Verify the date with your instructor

— [Have one week to make changes without any forms

Off-Campus Recitals

— [**No Production Fee**

— [**Pays all associated costs**

Venue Rental, Piano Tuning, Etc.

— [**No staff provided**

Ushers, Stage Crew, Etc.

— [**No Admission**

— [**Date and time are up to you and your recital committee**

— [**May be presented in a church, but not as part of a worship service**

No Prayer or Sermon

— [**Email the Production Manager with Date, Time, and Location**

Date Change or Cancellation

— [Permitted 4 weeks before you recital

— [YOU must contact Production Manager

— [Cancellations

— Forfeit production fee

— Receive an Incomplete, and must make up the following semester or the I turns into an F

Date Change or Cancellation

- [Less than 4 weeks
 - Permitted for unusual circumstances only
 - Must be initiated by you applied instructor or area coordinator

Date Change or Cancellation

— [Cancellations not adhering to the policy will result in rescheduling your recital **AFTER** all other graded recitals have been scheduled.

— [So... All Graduate, 498, and 398 recitals will be scheduled before you will be allowed to reschedule your recital

Recital Committees & Grading

Senior Recital

Applied instructor / Faculty from area / Faculty of you choice

At least one must be a full time faculty member

Junior Recital

Applied Instructor / Faculty of you choice

At least one must be a full time faculty member

Graduate Recital

Your Graduate Committee

Accompanists

- [Provided at YOUR expense

- [Using a CSUF Staff Accompanist

- Student recitals are NOT a part of their job

- Discuss date possibilities BEFORE scheduling

- Confirm availability at least 6 weeks before recital

- Download and complete the “Staff Accompanist Agreement” from the recital website

Accompanists

- [Fees for CSUF Staff Accompanists

- 398 recital: \$375 (per person)

- 498 recital: \$400

- 597 recital: \$425

- [All fees must be paid in full by the recital date

Accompanists

— [Rehearsals with CSUF Staff Accompanists

— Need to be conducted during their regularly scheduled hours

— Dress rehearsal should not exceed:

— 60 minutes for a 398 recital

— 90 minutes for a 498 or 597 recital

Recordings

— [All recitals held in the Recital Hall will be recorded
at **NO CHARGE**

— Audio and HD video

— Raw (unedited) files will be provided via download link

— Link will be email shortly after recital

— Link will be available for 6 months

— More details will be sent by email soon

Recordings

— [Outside service

— Google???

— Posters around the building

— Give them the guideline pages from the recital packet
(Available online)

Rehearsals

— [2 hour of rehearsals per **RECITAL**

— [Monday - Friday 8am - 5pm

— [Plan ahead

— [Schedule with Chris Searight

Performance

— [Ushers & Stage Manager provided

— [Arrive 30 minutes before you recital

— [Check in at least 30 minutes before your recital

— [Access hall from wood door on the south side

Performance

— [Audience enter 10 minutes before your recital

— [When the stage manager says it is time to open house,
you must clear the stage

Keyboard Instruments

— [Lock and Cover after rehearsals

— [Place cover on a table/chair, not on the ground

Keyboard Instruments

Demo

Steinway New York B (6' 11")

Graduate recitals

Senior piano performance recitals

Steinway Hamburg C (7' 5")

All other recitals

Harpsichord

Very limited, see Production Manager

Online Keyboard Request Form

Request use of the Steinway, Harpsichord, Duo Pianos, etc.

Recital Posters

— [8.5" x 11" Maximum

— [Must state: "Cal State Fullerton School of Music Presents"

— [Post on any general bulletin boards throughout building

— Ask Faculty about bulletin boards outside their office

— No posting on walls or glass (bulletin boards only)

— [Outside the PA building, must get ASI approval

Recital Program

— [You are responsible for producing the programs, including costs

— [No “Thank Yous” allowed.

— [6 weeks before, provide accompanist’s name to Production Manager

— [Production Manager will provide you with a PDF of your cover

— [5 weeks before present final version to your instructor for approval

— [Microsoft Word Template online



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events and announcements.



facebook.com/CSUFMusic



CALIFORNIA STATE UNIVERSITY
FULLERTON

School of Music

presents

Your Name, instrument
in
a [Junior/Senior] Recital

[Accompanist's Name (Optional), piano]

*In partial fulfillment of the requirements for the degree
[Insert official degree designation, without brackets]*

The School of Music at California State University, Fullerton
has been fully and continuously accredited by the
National Association of Schools of Music since 1966.

The use of recording equipment during recitals is permitted if arranged with the
recitalist, and there is no disruption of the recital or distraction to the audience.
Still photography is not permitted during the performance.
Your cooperation is appreciated.

[Time] p.m. [Month Day, Year]
Recital Hall
California State University, Fullerton



Program

Title of Piece

Composer
(Born-Died)

Title of Piece
Movement 1
Movement 2

Composer
(Born-Died)

Performers

Intermission

Title of Piece
Movement 1
Movement 2

Composer
(Born-Died)

Questions?

Recital Meeting



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