Recital Meeting
Fall 2019

music.fullerton.edu/recitals

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.
Encore
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

Production Manager:     Mike August
Rehearsal Scheduling:  Chris Searight
Audio Engineer:        Jeff Lewis
Marketing and Patron Services: Julie Bussell
Social Media Specialist: Jason Pano
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

- 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
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

Luciano Berio, Member
Department of Music

Terry Riley, Member
Department of Music
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, August 30th
Want to do your recital within the first 6 weeks of the semester? You can schedule now
Recital Scheduling

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
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Recital Scheduling

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, August 30th

By Appointment

Sign up for an appointment starting
Tuesday, August 27th, 10:00a

music.fullerton.edu/recitals
Click “Undergraduate Recital Scheduling Appointment Request”
Undergraduate Scheduling

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, your applied instructor, or area coordinator
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
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
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
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 your 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

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
Like us on Facebook
To keep up with other School of Music 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]

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

Title of Piece  Composer  (Born-Died)

Title of Piece
  Movement 1  Composer  (Born-Died)
  Movement 2

Performers

Intermission

Title of Piece  Composer  (Born-Died)

Title of Piece
  Movement 1  Composer  (Born-Died)
  Movement 2
Questions?