

# Recital Meeting

Spring 2020



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

[music.fullerton.edu/recitals](https://music.fullerton.edu/recitals)

**facebook**

[www.facebook.com/groups/csufmusicrecitals/](https://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 Manager **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

Production Manager:

Mike August

Rehearsal Scheduling:

Chris Searight

Lead Audio Engineer:

Jeff Lewis

Audio Engineer:

David Mac Ewan

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

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](mailto: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

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

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By  
Steve Reicher  
Approved by:

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Igor Stravinsky, Committee Chair  
Department of Music

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Date

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Luciano Berio, Member  
Department of Music

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Date

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Terry Riley, Member  
Department of Music

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Date

# Recital Scheduling

## — [ Available Dates

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

— And.....ONLINE

[music.fullerton.edu/recitals](http://music.fullerton.edu/recitals)

Click "Date Availability Calendar"

# Recital Scheduling

## Graduate Recitals

Schedule starting after this meeting

## Undergraduate Recitals

Schedule Friday, January 24th

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		Orch - 119		
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-8p 1st-2nd Fir Classrms 7 / 9	WS - 119	Orch - 119				
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	
FoJ Mardi Gras Ball DST Starts 8 / 8	WS - 119	Orch - 119	WS - 119	Orch - 119		
11	12	13	UnivSngs @ACDA US Perf 2:30p ACDA-W 14	UnivSngs @ACDA ACDA-W 15	UnivSngs @ACDA ACDA-W 16	UnivSngs @ACDA ACDA-W 17
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 RH	6p 8p	6p 8p	6p 8p	MTAC (Watson) 8a-6p RH
UnivSngs @ACDA ACDA-W 9 / 7	WS - 119	Orch - 119	WS - 119	Orch - 119 Jazz Combos 8p 119		
18	19	20	CBDNA-W/NW NA/ME-Nat'l 21	CBDNA-W/NW NA/ME-Nat'l 22	CBDNA-W/NW NA/ME-Nat'l 23	CBDNA-W/NW NA/ME-Nat'l 24
						V V V V V V A A A A A A MCH
						V V V V V V A A A A A A RH
MTAC (Watson) 8a-6p RH						
MTAC (Watson) 8a-6p 127				Maundy Thursday	Good Friday	
Palm Sunday 0 / 0	Spring Break No Classes 25	Spring Break No Classes 26	Spring Break No Classes 27	Spring Break No Classes 28	Cesar Chavez (Obv) Campus Closed 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
		6p 8p	6p 8p	6p 8p	6p 8p	
	WS - 119	Orch - 119	WS - 119	Orch - 119		
Easter 10 / 6	1	2	3	4	5	Monterey Jazz Fest 6 Monterey Jazz Fest 7
	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 (WTCISFD) 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	ARTS WEEK 10	ARTS WEEK 11	ARTS WEEK 12	ARTS WEEK 13
	WS Reh 12p-1:50p SW Reh 2:30p-4:20p MCH	Jazz Sngr 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				
Salem & Edwards 4p MCH						
Minor Opera 4p Opera Strike RH	V V V V V V A A A A A A RH	6p 8p	6p 8p	6p 8p	6p 8p	6p 8p
	Brass & Percussion 8p 119	Jazz Combos 8p 119				
12 / 4	15	16	17	18	19	20
	WS Reh 2:30p-4:20p MCH	JazzSing SC 5:30-7p Jazz Singers 8p MCH	WS Reh 2:30p-4:20p UB Reh 5p-6:40p MCH	MC Reh 2:30p-3:45p MCH		
	1p 3p	6p 8p	6p 8p	6p 8p	Cello Choir 6p RH	1p 3p 6p 8p RH
		Brass & Percussion 8p	New Music Ens 8p	Comp Forum 8p		
	WS - 119	Orch - 119	WS - 119	Orch - 119		
13 / 3	22	23	24	25	Reno Jazz Fest 26	Reno Jazz Fest 27 Reno Jazz Fest 28
	WS Reh 2:30p-4:20p MCH	Orch Reh 2:30-3:50p Orch/Chorus 7-9:30p Tues Recital 1p-2:20p MCH	WS 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-Cnct Serenade MCH
	1p 3p	6p 8p	6p 8p	6p 8p	6p 8p	
				Collegium 8p RH	Piano Ensemble 8p RH	
ASTA OC Finals 8a-7p 127/119/120	WS - 119 Perc Junies???	Orch - 119	WS - 119	Orch - 119		
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, August 30th

— [ **By Appointment**

— [ Sign up for an appointment starting  
**Tuesday, January 21st, 12:00p**

— [ [music.fullerton.edu/recitals](http://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



# 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](https://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]*

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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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