

Eastman School of Music Concert Office

2007-2008 Student Recital Handbook

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Concert Office Staff:

Andrew Green, Director of Concert Operations
 Serin Kim Hong, Assistant Director of Concert Operations
 Liz Oleksyn, Scheduling Coordinator
 Ron Stackman, Director of Stage Operations
 Jules Corcimiglia, Assistant Director of Stage Operations, Eastman Theatre
 Dan Mason, Assistant Director of Stage Operations, Kilbourn Hall

**Recital Scheduling
 Relevant Deadlines**

Deadline	What	Where
4 weeks before	Request special audio/visual needs	Technology & Music Production (ESM 60)
3 weeks before	Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall, Student Broadcast Clearance)	Concert Office
3 weeks before	Submit Instrument Request Form	Concert Office
1 week before	Submit Student Degree Recital Video Order Form Pay for Program (if program is being done by the Concert Office)	Cashier's Window
1 week before	Proof Program (if program is being done by the Concert Office) OR Submit 10 copies of self produced programs	Concert Office
After Recital	Student Degree Recital CD Order Form Pick up CD of Recital	Cashier's Window T&MP (ESM 60)

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<p>SCHEDULING</p>	<p>The Concert Office is responsible for the scheduling of events taking place in Eastman Theatre, Kilbourn Hall, Ciminelli Formal Lounge, Howard Hanson Hall, ESM Room 120, the Main Hall, and the Cominsky Promenade.</p> <p>Schmitt Organ Recital Hall is for use by organists only and is scheduled directly through the Organ Department.</p> <p>All other rooms are booked through the Registrar’s Office.</p> <p>You may perform at an alternate venue, but you must make your own arrangements directly with the venue.</p> <p>General Concert Office hours are from 9:00 am – 4:30 pm Monday - Friday. Scheduling hours are M-F from 10:00 am – 12:00 pm, and 2:00 pm - 4:00 pm. Scheduling is done in person only during the scheduling hours (no phone calls or emails).</p>
<p>RECITAL SLOTS:</p>	<p>Kilbourn Hall, Howard Hanson Hall, and ESM Room 120 recitals take place at the following times:</p> <ul style="list-style-type: none"> • 11:30 am, 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Monday–Saturday) • 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Sunday) <p>Ciminelli Lounge recitals take place at the following times:</p> <ul style="list-style-type: none"> • 11:30 am, 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm. (Monday–Saturday) • 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm (Sunday) <p>Student recitals may only be performed when school is in session. Undergraduates and MM degree students, including PC candidates, will be allowed to perform only one recital (degree or non-degree) per academic year in Kilbourn Hall. DMA students are allowed to perform one recital per <i>semester</i> in Kilbourn Hall.</p> <p>Undergraduate recitals are not to exceed <u>50 minutes</u> of music, including encore. PC, DMA, and MM recitals are not to exceed <u>65 minutes</u> of music, including encore. Under-estimated timings may result in an incomplete recording of your recital.</p> <p>Special notes:</p> <ul style="list-style-type: none"> • At the request of the piano faculty, piano majors may not schedule degree recitals for Saturday evenings. • Percussion degree recitals are grouped on dates scheduled in advance with Prof. Beck.

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<p>LOTTERY</p>	<p>Kilbourn Hall recitals are scheduled by appointment only. Appointment times are allocated through a lottery system conducted by the Concert Office. At the appointment, you will choose a date and time for your recital from a list of available slots. Make sure to bring with you all relevant information regarding family, teacher, and accompanying artists' schedules.</p> <p>You are advised to be as flexible as possible regarding recital dates and times. There are many dates and times which are unavailable, or which may conflict with other ESM performances and are thus unsuitable for your recital. Please note: Because demand for recital times in Kilbourn Hall always exceeds supply, student recitalists are not guaranteed a date in Kilbourn Hall.</p> <p>Annual Scheduling Cycle April: Recital dates scheduled for the following Fall Semester (September through December) September - first week of classes: Fall dates may be cancelled or changed without penalty. October: Recital dates scheduled for following Spring Semester (January through May).</p>
<p>FORMS</p> <p>This handbook, and all Concert Office forms are available online at: http://www.esm.rochester.edu/concerts/forms.php.</p>	<p>At your scheduling appointment, you will be notified of all relevant deadlines. You are responsible for obtaining and submitting any required forms to the Concert Office by these deadlines.</p> <p>You will receive a Student Recital packet when you schedule your recital, including the following forms: <u>Program/Staging Form</u> The completed Program/Staging form (page 1 of the Student Recital packet) is due THREE WEEKS before the degree or non-degree recital. If your recital is on a weekend, the form is due on the last business day <u>before</u> your three-week deadline. If this form is not submitted, the Concert Office reserves the right to assume that the recital has been unofficially cancelled, and may not provide ushers and/or equipment necessary for the recital.</p> <p><u>Stage Diagrams</u> (Kilbourn Hall Recitals) This form (page 2 of the Recital Packet) is used by the Concert Office to provide facilities and ushers with accurate information regarding your performance needs. Fill out and submit this form on time to make sure that the necessary resources will be available in the hall on your recital date. Using the symbols provided on this form, indicate stage set-up for each piece performed. Use a separate box for each stage change. This form is due THREE WEEKS before the recital, and must accompany your Staging form.</p> <p><u>Program Worksheet</u> You must complete and submit this form THREE weeks before your recital. The Concert Office uses the information supplied on this form to produce programs; it's also used by Technology and Music Production, if your recital is being recorded.</p>

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<p>CANCELLATIONS</p>	<p>To cancel your recital you must complete a Cancellation Form (available in the Concert Office). A recital is not cancelled until the request is signed by your teacher and by the Director of Concert Operations.</p> <p>In order to make the recital halls available for as many events as possible, reasons for cancellations should be limited to circumstances beyond your control:</p> <p>The following are considered legitimate reasons for cancellation:</p> <ol style="list-style-type: none"> 1) Injury or illness (physician's note required) 2) Family emergency 3) Act of God (weather catastrophes, travel emergencies) <p>The following are <i>not</i> legitimate reasons for cancellation:</p> <ol style="list-style-type: none"> 1) Program not ready for performance 2) Schedule conflicts; this includes conflicts with outside engagements or unforeseen conflicts with a faculty member's schedule 3) Problems with assisting artists <p><i>If you cancel a Kilbourn Hall recital without a legitimate reason, you will not be allowed to schedule in Kilbourn Hall for the remainder of the current semester and for the entire semester following the cancellation.</i></p>
<p>PROGRAM PRINTING</p>	<p><i>Preparation:</i> The Concert Office prepares programs for Degree Recitals performed in any location, based on information from the Degree Recital Packet submitted by the performer <u>three weeks</u> before the recital. Program information received after this deadline will be accepted at the discretion of the Concert Office only, and a program will be produced only if resources are available. Note: Please submit your program information on time, even if it is incomplete. You will have an opportunity to proof your program and make changes, before it is printed.</p> <p>The Concert Office is not able to type and format texts, translations, or program notes. If you wish to include these in your program, please arrange to have these duplicated, and bring them to your recital to be distributed with your programs. The Concert Office does not produce programs for non-degree recitals.</p> <p><i>Costs:</i> The cost for programs is \$7.00 (50 programs) or \$9.00 (100 programs). Your program will be printed only after you pay at the Cashier's Window and submit your receipt to the Concert Office</p> <p><i>Distribution:</i> Your usher will bring your programs to Kilbourn Hall for your recital.</p> <p>If you are performing in any other venue, pick up your programs from the Concert Office in advance, during regular business hours.</p>

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<p>RECORDING AND AUDIO/VISUAL</p>	<p>The recording of degree recitals is one of the services provided by Eastman School of Music Technology & Music Production Department. All degree recitals that take place in Kilbourn Hall, Howard Hanson Hall, Schmitt Recital Hall, and ESM Room 120 will be recorded. These recordings are catalogued by the Sibley Music Library and become a part of the Eastman Audio Archive. The Sibley Music Library is provided with a CD of each recorded degree recital to be played in the listening room on the third floor of the library.</p> <p>Non-degree recitals and lectures are recorded by request and at an additional fee. Sound reinforcement and any other special audio/visual equipment needs including video, transparency, film projection, or amplified instruments must be requested at least FOUR weeks in advance of the recital by contacting T&MP (ESM Room 60). There may be a charge for these services.</p> <p>Please visit the T&MP website at: www.rochester.edu/eastman/esmtmp for more information and for forms. Please note that there are deadline dates by which T&MP must receive the completed forms pertaining to degree recitals which are to be recorded. Questions may be directed to T&MP at 274-1130 or the office located in the basement of the Main Building, room ESM60.</p>
<p>INSTRUMENTS</p>	<p>Two Steinway “D” pianos (currently #941 and 292) resident in Kilbourn Hall are available for recitals. You or your accompanist will have the opportunity to select which piano you prefer, at your dress rehearsal. Please inform the Concert Office of your choice.</p> <p><u>Use of a harpsichord, forte piano or positiv organ is subject to the approval of the Instrument Office (room 505, 274-1150).</u> To obtain this approval, submit an Instrument Request Form to the Concert Office <u>three weeks</u> in advance of their recital, with your keyboardist’s signature. It is your responsibility to check with him/her to make sure that they are on the Instrument Office list of approved keyboardists. You are also responsible for providing 2 additional non-performing stagehands to assist with harpsichord moves during performance and rehearsals</p> <p>The Kilbourn Hall Aeolian Skinner Organ is being repaired, and is unavailable until further notice.</p> <p><i>Prepared Piano:</i> A prepared piano is defined as any activity involving affixing labels, marking, or inserting foreign objects into the piano or manipulating the strings other than through the keyboard. Before an Eastman School piano is prepared, approval from the Concert and Instrument Offices is required. Following the rehearsal or performance, all labels, markings, and other objects (as approved by the Instrument Office) must be completely and promptly removed, leaving no permanent traces in the piano. Steinway #292 is the only Kilbourn Hall piano which can be prepared.</p> <p><i>Piano Lids:</i> It is generally not possible to remove piano lids for student performances. Special requests to remove lids will be approved by the Instrument Office only if submitted in advance, and only if it is possible to schedule ushers to remove and restore the lids. You may not remove or restore lids under any circumstance.</p>

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INSTRUMENTS (cont'd.)	<p><i>Percussion:</i> You or your percussionist must get the approval of the percussion faculty in order to use ESM percussion equipment for your recital, and are responsible for percussion setup and teardown at your rehearsal and recital.</p>
REHEARSALS & WARM UP	<p>You may schedule up to 1 1/2 hrs. of rehearsal time (inclusive of set-up and teardown needs) at your initial scheduling appointment. For Kilbourn hall recitals, specific rehearsal times are scheduled with each recital slot.</p> <p>You will be responsible for setting up and clearing the stage after your rehearsal, returning all chairs and stands backstage, covering pianos, and returning the harpsichord to its offstage location (at least 3 people are required to move pianos and harpsichords), and removing all personal belongings and debris. Food and drink (except water) are prohibited in Kilbourn Hall. Please do not use tape to mark positions on stage; it will be removed by stage personnel.</p> <p>Kilbourn, Howard Hanson Hall, Room 120, and Ciminelli will be available for warm-up one half-hour before your performance. Kilbourn Hall will be open to the public 10 minutes before the recital. The Kilbourn Hall Green Room is available for dress and warm-up one half-hour before the recital.</p>
STAGE CAPACITY	<p>The Kilbourn Hall stage extension is not set up or removed for student recitals. The presence of the stage extension will be noted on the schedule when you sign up for your recital time.</p> <p>If you are planning to perform with an ensemble larger than 10 players on your recital, please inform the Concert Office at your earliest opportunity. You will be required to fill out a Large Ensemble Request Form, and provide names of students who will assist with stage moves at your recital.</p> <p>Please note: ensembles for student recitals are limited to 30 players.</p>
USHERS	<p>The Concert Office supplies ushers for recitals in Kilbourn Hall.</p> <p>Ushers will bring programs into the hall, adjust stage and house lighting, set the stage, and open and close the stage door for you.</p> <p>If you or your accompanist requires a page turner, please arrange for one in advance. Ushers are not available to turn pages under any circumstances.</p>

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<p>NON-DEGREE RECITALS</p>	<p>Non-degree recitals may be scheduled in Howard Hanson Hall, Room 120, or Ciminelli Lounge. They are not permitted in Kilbourn Hall.</p> <p>A non-degree recital program may not exceed 50 minutes of music including encore. If you choose to produce a printed program, please bring 10 copies for distribution and posting to the Concert Office at least <u>one week</u> before the recital.</p> <p>Non-degree recitals may not include ensembles of more than 10 people.</p> <p>Freshmen and Sophomores may not perform full solo recitals. They must share a recital with at least one other student soloist or group.</p>
<p>LECTURE RECITALS</p>	<p>DMA Lecture Recitals are scheduled by the Concert Office in Room 120, Howard Hanson Hall, or Ciminelli Lounge. Copies of the DMA Lecture recital policy are available in the Graduate Office.</p> <p>If you choose to produce a printed program, please 15 copies of the title page <i>only</i> to the Concert Office ONE WEEK before the recital for distribution and publicity.</p>
<p>RECEPTIONS</p>	<p>The Concert Office does not book spaces for student receptions. Food and drink are not permitted inside Kilbourn Hall, and the lobby is not available for receptions. You may use the Cominsky Promenade for a brief, informal reception, if no other event is scheduled for that space, and if there are no Kilbourn Hall performances or rehearsals; (noise bleeds easily into the hall from Cominsky). Please check with the Concert Office close to the date of your recital, before planning a reception for Cominsky Promenade.</p> <p>You may book a classroom with the Registrar for your reception.</p>