

Eastman School of Music Concert Office

# 2012-2013 Student Recital Handbook

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Concert Office Staff:

Keith C. Elder, Director of Concert Activities  
 Serin Kim Hong, Assistant Director of Concert Activities  
 Julia Ng, Assistant Director of Concert Activities  
 Ron Stackman, Director of Stage Operations, Kodak Hall at Eastman Theatre  
 Jules Corcimiglia, Assistant Director of Stage Operations, Kodak Hall at Eastman Theatre  
 Dan Mason, Assistant Director of Stage Operations, Kilbourn Hall  
 Michael Dziakonias, Assistant Director of Stage Operations, Hatch Recital Hall  
 Christine Benincasa, Secretary  
 Anna Maimine, House Manager

**Recital Scheduling  
 Relevant Deadlines**

| Deadline       | What  | Where   |
|----------------|---|---|
| 4 weeks before | <ul style="list-style-type: none"> <li>• Request special audio/visual needs, Student Broadcast Clearance form</li> </ul>  | Technology & Media Production Department (ESM 60) |
| 3 weeks before | <ul style="list-style-type: none"> <li>• Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall or Hatch Recital Hall),</li> <li>• Large Ensemble Request Form</li> </ul> | Concert Office                                    |
| 3 weeks before | <ul style="list-style-type: none"> <li>• Submit Instrument Request Forms</li> </ul>   | Instrument Office (ESM 505)                       |
| 1 week before  | <ul style="list-style-type: none"> <li>• Submit Student Degree Recital Video Order Form</li> <li>• Pay for Program (<i>if program is being produced by the Concert Office</i>)</li> </ul>   | Information Window                                |
| 1 week before  | <ul style="list-style-type: none"> <li>• Proof Program (<i>if program is being produced by the Concert Office</i>)</li> <li><b>OR</b> Submit 10 copies of self-produced programs</li> </ul>   | Concert Office                                    |
| After Recital  | <ul style="list-style-type: none"> <li>• Fill out customer service survey</li> </ul>  | Concert Office                                    |

Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

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| <p><b>SCHEDULING</b></p>         | <p>The Concert Office is responsible for the scheduling of events taking place in Kodak Hall at Eastman Theatre, Kilbourn Hall, Hatch Recital Hall, New Rehearsal Hall (Eastman East Wing 415), 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 (Miller Center 1<sup>st</sup> Floor, Suite G; or <a href="http://www.esm.rochester.edu/registrar/room_request.php">http://www.esm.rochester.edu/registrar/room_request.php</a>).</p> <p>You may perform at an off-site venue, but you must make your own arrangements directly with the venue.</p> <p>General Concert Office hours are from 9:00 am – 4:00 pm Monday – Friday (<i>except for the lunch hour which is from 12:00 pm – 1:00 pm</i>).</p> <p>Request forms for Recording sessions and Non-degree recitals are available in the Concert Office, or on-line at <a href="http://www.esm.rochester.edu/concerts/office">http://www.esm.rochester.edu/concerts/office</a>.</p>  |
| <p><b>GENERAL GUIDELINES</b></p> | <p>Student recitals are only performed when school is in session.</p> <p>Undergraduates and MM degree students will be allowed to perform <i>only one recital per academic year in Kilbourn Hall or Hatch Recital Hall</i>. DMA students are allowed to perform <i>only one recital per semester</i> in Kilbourn Hall or Hatch Recital Hall.</p> <p><b>Notes for certain majors:</b></p> <ul style="list-style-type: none"> <li>• <b>Piano</b> – all undergraduate piano degree recitals are scheduled by the Piano Department during Piano Jury Week in April. Graduate pianists schedule via the lottery system (below). The piano faculty does not allow Saturday evening degree recitals.</li> <li>• <b>Percussion</b> – Prof. Burritt selects dates in Kilbourn Hall, and schedules all Percussion degree recitals directly.</li> <li>• <b>JCM</b> – the JCM faculty selects dates in different halls in advance; at their appointment, all JCM degree recitalists choose the location and date of their preference.</li> </ul> <p><i>Non- degree recitals</i> may be scheduled in Howard Hanson Hall, Room 120, or Ciminelli Lounge. They are not permitted in Kilbourn Hall or Hatch Recital Hall.</p> <p><i>DMA Lecture Recitals</i> 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 (ESM 103).</p> |

Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

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| <b>RECITAL SLOTS</b>  | <p>Kilbourn Hall, Hatch Recital Hall, Howard Hanson Hall, and ESM Room 120 recitals take place at the following times:</p> <ul style="list-style-type: none"> <li>• 11:30 am, 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Monday–Saturday)</li> <li>• 1:30 pm, 3:30 pm, 7:00 pm and 9:00 pm (Sunday)</li> </ul> <p>Ciminelli Lounge recitals take place at the following times:</p> <ul style="list-style-type: none"> <li>• 11:30 am, 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm. (Monday–Saturday)</li> <li>• 1:30 pm, 3:30 pm, 6:30 pm and 8:30 pm (Sunday)</li> </ul>  |
| <b>RECITAL LENGTH</b> | <p>Undergraduate recitals are not to exceed <b>50 minutes</b> of music, including encore. PC, DMA, and MM recitals are not to exceed <b>65 minutes</b> of music, including encore. Under-estimated timings may result in an incomplete recording of your recital.</p> <p>A non-degree recital program may not exceed <b>50 minutes of music</b> including encore.</p>  |
| <b>LOTTERY</b>        | <p>Kilbourn Hall and Hatch Recital 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 schedule a date and time for your recital. 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.</p> <p><b>Please note:</b> 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<br/> <b>April:</b> Recital dates are scheduled for the following Fall Semester (September through December).<br/> <b>October:</b> Recital dates are scheduled for the following Spring Semester (January through May).</p> |

Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

**FORMS**

This handbook, and all Concert Office forms are available online at:

<http://www.esm.rochester.edu/concerts/forms.php>.

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.

You will receive a Student Recital packet when you schedule your recital, including the following forms:

Program/Staging Form

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 before 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 be able to provide ushers and/or equipment necessary for the recital.

Stage Diagrams (Kilbourn Hall and Hatch Recital 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 **YOUR** recital, and must accompany your repertoire.

Program Worksheet

Complete and submit this form *three weeks* before your recital. The Concert Office uses the information supplied on this form to produce programs; it is also used by Technology and Media Production, if your recital is being recorded. Please include timings for each piece and indicate the intermission.

Eastman School of Music Concert Office  
2012-2013 Student Recital Handbook

**CANCELLATIONS**

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:

The following are considered legitimate reasons for cancellation:

- 1) Injury or illness (physician's note required)
- 2) Family emergency
- 3) Act of God (weather catastrophes, travel emergencies)

The following are *not* legitimate reasons for cancellation:

- 1) Program not ready for performance
- 2) Schedule conflicts; this includes conflicts with outside engagements
- 3) Problems with assisting artists

To cancel your recital you must complete a Cancellation Form (available in the Concert Office), bring it to your teacher for their signature, and return it to the Concert Office.

***If you cancel a degree recital in Kilbourn Hall or Hatch Recital Hall without a legitimate reason, you will not be allowed to schedule in these spaces for the remainder of the current semester, or for the entire semester following the cancellation.***

Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

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| <p><b>PROGRAM<br/>PRINTING</b></p>               | <p><i>Preparation:</i><br/> The Concert Office prepares programs for Degree Recitals performed in any location, based on information from the Degree Recital Packet submitted by the performer <i>three weeks</i> 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.<br/> 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.<br/> 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><br/> 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 Information Window and submit your receipt to the Concert Office.</p> <p><i>Distribution:</i><br/> Your usher will bring your programs to Kilbourn Hall or Hatch Recital 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 business hours (Monday – Friday, 9:00 a.m. – 4:30 p.m.).</p> |
| <p><b>RECORDING<br/>AND<br/>AUDIO/VISUAL</b></p> | <p>The recording of degree recitals is one of the services provided by Eastman School of Music Technology &amp; Media Production (T&amp;MP) Department. All degree recitals that take place in Kilbourn Hall, Hatch Recital 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 <i>four weeks</i> in advance of the recital by contacting T&amp;MP (ESM Room 60). There may be a charge for these services.</p> <p>Please visit the T&amp;MP website at: <a href="http://www.esm.rochester.edu/esmtmp">www.esm.rochester.edu/esmtmp</a> for more information and for forms. Please note that there are deadline dates by which T&amp;MP must receive the completed forms pertaining to degree recitals which are to be recorded. Questions may be directed to T&amp;MP at (585) 274-1130 or the office located in the basement of the Main Building, room ESM60.</p>                                    |

Eastman School of Music Concert Office  
2012-2013 Student Recital Handbook

**INSTRUMENTS**

Kilbourn Hall pianos

Two Steinway “D” pianos are available to Kilbourn Hall performers. To minimize piano moves and the possible damage to the instruments, both pianos remain on stage during student recitals. You or your accompanist will have the opportunity to select which piano you prefer. Please inform the Concert Office of your choice when you submit the recital packet.

Hatch Recital Hall piano

A Steinway “D” piano is available to Hatch Recital Hall performers. At the discretion of the Concert office, the piano may be left on stage during student recitals.

Other Keyboards

Use of a harpsichord, forte piano or positiv organ is subject to the approval of the Instrument Office (room 505, (585) 274-1150). To obtain this approval, submit an Instrument Request Form to the Instrument Office *three weeks* in advance of their recital with your keyboardist’s signature. Instrument Request Forms are available in the Concert Office and the Instrument Office. 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.

The Kilbourn Hall Aeolian Skinner Organ is being repaired, and is unavailable until further notice.

***Prepared Piano:***

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.** Request forms are available in the Concert Office and the Instrument Office. 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.

***Piano Lids:***

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 a technician to remove and restore the lids. Request forms are available in the Concert Office and the Instrument Office. You may not remove or restore lids under any circumstance. **(note: the lids on some pianos are not able to be removed)**

***Percussion:***

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. A percussion contact and list of percussion needs must be turned in on the staging form.



Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

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| <p><b>REHEARSALS &amp; SET-UP/WARM UP</b></p> | <p>You may schedule up to 1 1/2 hours of rehearsal time (inclusive of set-up and teardown needs) at your initial scheduling appointment. For Kilbourn Hall and Hatch Recital 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, returning the harpsichord to its offstage location (at least 2 people are required to move pianos and harpsichords), restoring percussion, removing electronic set-ups, and removing all personal belongings and debris. Food and drink (except water) are prohibited in Kilbourn Hall and Hatch Recital Hall. Please do not use tape to mark positions on stage; it will be removed by stage personnel.</p> <p>Kilbourn Hall, Hatch Recital Hall, Howard Hanson Hall, Room 120, and Ciminelli Lounge will be available for set-up and warm-up one half-hour before your performance. Kilbourn Hall and Hatch Recital Hall will be open to the public 10 minutes before the recital start time. The Kilbourn Hall and Hatch Recital Hall green rooms are available for warm-up one half-hour before the recital.</p> |
| <p><b>STAGE CAPACITY</b></p>                  | <p>The Kilbourn Hall stage extension is not expressly set up or removed for student recitals. The presence of the stage extension will be indicated on the schedule when you sign up for your recital time. The stage extension schedule is subject to change without notice.</p> <p>If you are planning to perform with an ensemble larger than 10 players on your recital, please inform the Concert Office <i>three weeks</i> prior to your recital. 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><b>Please note:</b> Ensembles for student recitals in Kilbourn Hall are limited to 25 players (space permitting). Pianos will not be removed from the stage for recitals involving an ensemble.</p> <p>The stage of Hatch Recital Hall is considerably smaller than Kilbourn's. Please check with the Concert Office if you are planning on using an ensemble in Hatch Recital Hall for your recital.</p>   |
| <p><b>USHERS</b></p>                          | <p>The Concert Office supplies ushers for recitals in Kilbourn Hall and Hatch Recital 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>   |

Eastman School of Music Concert Office  
**2012-2013 Student Recital Handbook**

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| <p><b>NON-DEGREE RECITALS</b></p> | <p>Non-degree recitals may be scheduled in Howard Hanson Hall, Room 120, or Ciminelli Lounge. They are not permitted in Kilbourn Hall or Hatch Recital 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 forward us an email copy, or bring 5 copies for distribution and posting to the Concert Office at least <i>one week</i> 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><b>LECTURE RECITALS</b></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 (ESM 103).</p> <p>If you choose to produce a printed program, please, please forward us an email copy, or bring 5 copies to the Concert Office <i>one week</i> before the recital for distribution and publicity.</p>  |
| <p><b>RECEPTIONS</b></p>          | <p>The Concert Office does not book spaces for student receptions. Food and drink are not permitted inside Kilbourn Hall or Hatch Recital Hall, and the lobby is not available for receptions.</p> <p>Kilbourn Hall and Hatch Recital Hall performers may use (subject to availability) Cominsky Promenade or a classroom for a brief, informal reception. Please check with the Concert Office close to the date of your recital, before planning a reception.</p>  |