








# 2013-2014 RECITAL PACKET for Student Degree Recitals

## STAGING INFORMATION

**NAME:** \_\_\_\_\_ **PERFORMANCE DATE & TIME:** \_\_\_\_\_

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

<b>Please use the following symbols to help illustrate your set-ups:</b>				
<b>PIANO</b>	<b>CHAIR</b>	<b>STAND</b>	<b>HARPSICHORD</b>	<b>BASS STOOL</b>
				

Please indicate position of sound reinforcement, electronics, or percussion.

**Also, please label the "INTERMISSION" between the appropriate selection/sets.**

**1<sup>st</sup> Selection/Set** \_\_\_\_\_  
 Timing of Piece: \_\_\_\_\_  
 Number of Performers: \_\_\_\_\_  
 Number of Stands: \_\_\_\_\_  
 Number of Chairs: \_\_\_\_\_  
 Page Turner Chair: yes no  
 Piano Lid Position: Full ½ Stick Closed  
**Other:** \_\_\_\_\_

**2<sup>nd</sup> Selection/Set** \_\_\_\_\_  
 Timing of Piece: \_\_\_\_\_  
 Number of Performers: \_\_\_\_\_  
 Number of Stands: \_\_\_\_\_  
 Number of Chairs: \_\_\_\_\_  
 Page Turner Chair: yes no  
 Piano Lid Position: Full ½ Stick Closed  
**Other:** \_\_\_\_\_

**3<sup>rd</sup> Selection/Set** \_\_\_\_\_  
 Timing of Piece: \_\_\_\_\_  
 Number of Performers: \_\_\_\_\_  
 Number of Stands: \_\_\_\_\_  
 Number of Chairs: \_\_\_\_\_  
 Page Turner Chair: yes no  
 Piano Lid Position: Full ½ Stick Closed  
**Other:** \_\_\_\_\_

**4<sup>th</sup> Selection/Set** \_\_\_\_\_  
 Timing of Piece: \_\_\_\_\_  
 Number of Performers: \_\_\_\_\_  
 Number of Stands: \_\_\_\_\_  
 Number of Chairs: \_\_\_\_\_  
 Page Turner Chair: yes no  
 Piano Lid Position: Full ½ Stick Closed  
**Other:** \_\_\_\_\_

**5<sup>th</sup> Selection/Set** \_\_\_\_\_  
 Timing of Piece: \_\_\_\_\_  
 Number of Performers: \_\_\_\_\_  
 Number of Stands: \_\_\_\_\_  
 Number of Chairs: \_\_\_\_\_  
 Page Turner Chair: yes no  
 Piano Lid Position: Full ½ Stick Closed  
**Other:** \_\_\_\_\_

# 2013-2014 RECITAL PACKET for Student Degree Recitals

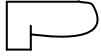
## STAGING INFORMATION

**NAME:** \_\_\_\_\_ **PERFORMANCE DATE & TIME:** \_\_\_\_\_

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

**Please use the following symbols to help illustrate your set-ups:**

**PIANO**



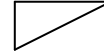
**CHAIR**



**STAND**



**HARPSICHORD**



**BASS STOOL**



Please indicate position of sound reinforcement, electronics, or percussion.

**Also, please label the "INTERMISSION" between the appropriate selection/sets.**

**6<sup>th</sup> Selection** \_\_\_\_\_

Timing of Piece: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Number of Stands: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

**Other:** \_\_\_\_\_

**7<sup>th</sup> Selection** \_\_\_\_\_

Timing of Piece: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Number of Stands: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

**Other:** \_\_\_\_\_

**8<sup>th</sup> Selection** \_\_\_\_\_

Timing of Piece: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Number of Stands: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

**Other:** \_\_\_\_\_

**9<sup>th</sup> Selection** \_\_\_\_\_

Timing of Piece: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Number of Stands: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

**Other:** \_\_\_\_\_

**10<sup>th</sup> Selection** \_\_\_\_\_

Timing of Piece: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Number of Stands: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

**Other:** \_\_\_\_\_

<p><b>6<sup>th</sup> Selection</b> _____</p> <p>Timing of Piece: _____</p> <p>Number of Performers: _____</p> <p>Number of Stands: _____</p> <p>Number of Chairs: _____</p> <p>Page Turner Chair: yes no</p> <p>Piano Lid Position: Full ½ Stick Closed</p> <p><b>Other:</b> _____</p>	
<p><b>7<sup>th</sup> Selection</b> _____</p> <p>Timing of Piece: _____</p> <p>Number of Performers: _____</p> <p>Number of Stands: _____</p> <p>Number of Chairs: _____</p> <p>Page Turner Chair: yes no</p> <p>Piano Lid Position: Full ½ Stick Closed</p> <p><b>Other:</b> _____</p>	
<p><b>8<sup>th</sup> Selection</b> _____</p> <p>Timing of Piece: _____</p> <p>Number of Performers: _____</p> <p>Number of Stands: _____</p> <p>Number of Chairs: _____</p> <p>Page Turner Chair: yes no</p> <p>Piano Lid Position: Full ½ Stick Closed</p> <p><b>Other:</b> _____</p>	
<p><b>9<sup>th</sup> Selection</b> _____</p> <p>Timing of Piece: _____</p> <p>Number of Performers: _____</p> <p>Number of Stands: _____</p> <p>Number of Chairs: _____</p> <p>Page Turner Chair: yes no</p> <p>Piano Lid Position: Full ½ Stick Closed</p> <p><b>Other:</b> _____</p>	
<p><b>10<sup>th</sup> Selection</b> _____</p> <p>Timing of Piece: _____</p> <p>Number of Performers: _____</p> <p>Number of Stands: _____</p> <p>Number of Chairs: _____</p> <p>Page Turner Chair: yes no</p> <p>Piano Lid Position: Full ½ Stick Closed</p> <p><b>Other:</b> _____</p>	

# 2013-2014 RECITAL PACKET for Student Degree Recitals

## PROGRAM INFORMATION

NAME: \_\_\_\_\_ PERFORMANCE DATE AND TIME: \_\_\_\_\_

- **All information below is required by the Concert Office for all student recitals.**

This information is used for:

- Creating recital programs
- House Manager planning of ushering staff for performance
- Usher reference in assisting with staging during the performance
- Technology and Media Production recording
- Sibley Library Archives

### 1<sup>st</sup> Selection

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_  
(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other performers: \_\_\_\_\_

### 2<sup>nd</sup> Selection

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_  
(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other performers: \_\_\_\_\_

**3<sup>rd</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

**4<sup>th</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

**5<sup>th</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

**6<sup>th</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

**7<sup>th</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

**8<sup>th</sup> Selection**

Composition Title: \_\_\_\_\_ Composer: \_\_\_\_\_

(first and last name)

Key: \_\_\_\_\_ Opus # or Date of Composition \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Thematic Catalog Number (K., BWV, etc): \_\_\_\_\_ Estimated Performance Timing \_\_\_\_\_

If this selection is extracted from a larger work, title of that work: \_\_\_\_\_

Is this an arrangement or transcription? \_\_\_\_\_ If yes, KEY of original: \_\_\_\_\_

Original title/Instrumentation of the work: \_\_\_\_\_

Tempo markings/names of movements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other performers: \_\_\_\_\_

# 2013-2014 RECITAL PACKET for Student Degree Recitals

## DEADLINE REMINDERS

<i>When</i>	<i>What</i>	<i>Where</i>
<b>4 weeks before</b>	<ul style="list-style-type: none"> <li>• Request special audio/visual needs</li> <li>• Submit Student Broadcast Clearance form</li> </ul>	Technology & Media Production (ESM 60)
<b>3 weeks before</b>	<ul style="list-style-type: none"> <li>• Submit Recital Packet (Program Staging Form, Recital/Concert Program Worksheet, Stage Diagrams for Kilbourn Hall /Hatch Recital Hall)</li> <li>• Large Ensemble Request Form</li> </ul>	Concert Office (ESM 101)
<b>3 weeks before</b>	<ul style="list-style-type: none"> <li>• Submit Instrument Request Forms</li> </ul>	Instrument Office (ESM 505)
<b>1 week before</b>	<ul style="list-style-type: none"> <li>• Submit Student Degree Recital Video Order Form</li> <li>• Pay for Program (<i>if program produced by the Concert Office</i>)</li> </ul>	Cashier's Window
<b>1 week before</b>	<ul style="list-style-type: none"> <li>• Proof Program (<i>if program produced by the Concert Office</i>) <b><u>OR</u></b> Submit 10 copies of self-produced programs</li> </ul>	Concert Office

## TECHNOLOGY AND MEDIA PRODUCTION (T&MP)

Sound reinforcement will be provided at the discretion of the T&MP department. Please note: sound reinforcement may not be available for a dress rehearsal scheduled on a day other than the date of your recital, and, even if available, will be subject to an additional fee from T&MP. Please contact Technology & Media Production Department, located at ESM 60, (585) 274-1130, if your recital requires sound reinforcement.

## PROGRAM PAYMENT INFORMATION

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Please detach this portion of the page and take it to the cashier window with your payment.

NAME: \_\_\_\_\_

RECITAL DATE/TIME: \_\_\_\_\_

PROGRAMS ORDERED:                      50/\$9.00                      100/\$13.00

*Note: You must pay for your program in order to be able to proof it and have it printed. Payments are made at the Cashier's Window on Monday –Friday from 9:00am - 12:00pm and 12:30pm - 3:00pm. The cashier will give you a yellow receipt after you pay.*

**You must bring the yellow receipt to the Concert Office as “proof of payment” when you proof your program.**