Recital Preparation Packet

The sections below provide the information that you will need for a smooth recital-planning process. If you have any questions, feel free to ask in the 7th-floor Department Office.

GET REGISTERED

You are required to be registered for both Private Lessons, and Recital or—for graduate students—Colloquy during the semester in which you are performing your recital. The course numbers are as follows:

- **Private Voice**: E85.1063 (UG) or E85.2363 (Grad)
- **Private Wind/Brass/Perc**: E85.1034 (UG) or E85.2334 (Grad)
- **Private Piano**: E85.1056 (UG) or E85.2356 (Grad)
- **Private Strings**: E85.1045 (UG) or E85.2345 (Grad)
- **Private Composition**: E85.1021 or E85.2321 (Grad)
- **Undergraduate Recital**: E85.1092
- **Graduate Colloquy**: E85.2026

Please confirm with your advisor to be certain that you have registered for the correct courses during the semester that you are presenting your recital.

SCHEDULE YOUR RECITAL SPACE

The Department books recitals into the following spaces:

- **Blackbox Theater**: Pless Hall
  82 Washington Place, Fl 1
  75 Moveable Seats

- **Recital Room 779**: Education Building
  35 W 4th St, Fl 7
  50 Moveable Seats

- **Shorin Auditorium**: Kimmel Center
  60 Washington Sq South
  150 Moveable Seats
Recital Registration will during the previous semester, beginning at the same time as class registration and extending for four weeks. During this time, and once you’ve registered for the appropriate courses (above), you will need to request space for your recital. Please submit the attached Recital Approval Form with your preferences of time, date, and place of recital. This form must be signed by your private instructor and Program Director before your recital can be scheduled.

**Note:** Vocal Majors must schedule their recital through Dianna Heldman, rather than working directly with the Space Coordinator.

**It is highly recommended that recitalists submit their Approval Forms during Recital Registration.** If you submit your form during this time, all efforts will be made to place you according to you first-choice time and place preferences. However, given the large number of recitals requested each semester, we cannot guarantee your first-choice preferences.

Recital Approval Forms will still be accepted after Recital Registration, but recitalists who submit forms after the deadline will be scheduled on a first-come, first-served basis into any remaining space. **No Approval Forms will be accepted within four (4) weeks of the date of the proposed recital.**

Once your Approval Form has been processed, you will be assigned a recital slot (2 hours for undergraduate recitals, 3 hours for graduate recitals) and notified via email by the Space Coordinator.

Questions and concerns about scheduling can be addressed to mpap.space@nyu.edu.

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**Plan Your Program and Secure Accompanist/Guest Artists**

Please work with your private instructor and Program Director to develop repertoire appropriate to your course of study. Each program has a unique process for program review and approval, so please be sure that you are completing all academic requirements.

Recitalists are required to provide their own accompanist. It is expected that the accompanist will play for any necessary hearings and dress rehearsals, as well as the performance. Please consult your Program Director if you are having trouble securing an accompanist.

Guest artists may be invited to participate in your recital, but you must adhere to your program’s guidelines for guest artists. Please consult with your Program Director about these guidelines.
REQUEST REHEARSAL TIME

Once your program has been approved by your Program Director and your recital scheduled, you can arrange for rehearsal time by filling out and submitting a Space Request Form available in the 7th floor main hallway. This form should be submitted **no less than one week** before the requested rehearsal time. All efforts will be made to provide rehearsal time in your performance space, but please keep in mind that space is limited. You may only be allowed a certain amount of rehearsal time in your performance space, but you may have additional rehearsal time in other department rehearsal rooms, according to availability.

If you are requesting time to rehearse for a recital that has been approved and scheduled, it is not necessary to obtain a program director’s signature on the request form.

RECEPTIONS

The Department is not responsible for finding or securing any post-recital reception space. You will be responsible for planning any reception that you would like to hold after your performance. These responsibilities vary according to the space in which your recital is booked:

**Blackbox Theatre**: If you are performing a recital in the Blackbox Theatre and wish to host a reception in the first-floor lobby of Pless Hall, you must request the space from the Steinhardt office of Administration and Finance. Information about the space and the request form can be found at [http://steinhardt.nyu.edu/adminfinance/events/pless/](http://steinhardt.nyu.edu/adminfinance/events/pless/). The Lounge will not always be available for reservation. **Once you have received a confirmation from Administration and Finance, you must send an email to the Space Coordinator (mpap.space@nyu.edu) to inform the Department that you will be holding a recital reception in the Pless Lounge.** Please note that if you fail to inform the Department, your reception might be interrupted by NYU Security.

**Recital Room 779**: If you are performing a recital in room 779, you may host a reception in the recital room or in the main 7th-floor hallway. Please take care, though, that your reception does not disturb the recital directly after yours. You must be cleaned up and out of the space by the end of your recital block.

**Shorin Performance Studio**: If you are performing a recital in the Shorin Performance Studio, you will need to book a reception space outside the University.

If you are holding your recital in the Education building or the Pless first-floor lounge, you must adhere to the following University Policies:

- You are responsible for cleaning up your own reception. Please make sure to throw away all trash, wipe the tables clean, and replace furniture to its original position
- No alcohol (including wine) is allowed at receptions held on University premises
- The time-limit for a reception is one hour.
Note: All programs and program notes distributed at your recital MUST be printed by the department. You are not to distribute programs that have not been officially approved by department administration.

After you’ve received approval on your repertoire and three weeks before your recital (or, for Vocal Majors, within 24 hours of passing the Recital Hearing), you must submit your program—including program notes—for printing. Submit your program to Ms. Ingrid Green via email at ingrid.green@nyu.edu; please place your name, program (strings, composition, vocal, etc), and recital date in the subject line. Students are responsible, however, for printing their own translations.

Please follow the attached sample program when preparing your program. The document that you submit should have no specific formatting—all text should be the same font and size, left-aligned, and without any special spacing or tables.

Once your program has been proofread and formatted, you will be contacted when a proof of the program is ready for your approval. Your private instructor must sign off on this proof and it must be returned to the 7th-floor music office. The program will then be printed you will be contacted approximately 24 hours before your recital with notification that your program is ready for pick-up. The copies will by bound together and placed in the “Box Office” basket in the hallway outside the 7th floor Department Office.

If you have any concerns about your program, please direct them to ingrid.green@nyu.edu.
ARRANGE FOR EQUIPMENT

At least two weeks before your recital, please submit a completed Equipment Request Form, signed by your program director, to the 7th-floor Department Office. This form is to be used to request any necessary furniture, music stands, stand lights, sound reinforcement, and/or stage lights.

After your form has been submitted, your requests will be forwarded to the appropriate staff, who may contact you regarding your requests. Some requested equipment can be delivered, and some will need to be picked up.

- **Recording:** As of Spring 2007, all recitals scheduled in departmental space will be recorded at no cost to the recitalist. **Completing an Equipment Request Form will confirm that you will be assigned a recording technician, but**—barring unusual circumstances**—you will not be contacted by a technician.** For off-campus recitals, please email the date, time, and location of the recital to Tom Doczi, tdoczi@yahoo.com. The recital will then be reviewed according to proximity and staff availability to determine if it is possible to do a recording.

- **Stage Lights:** If you request stage lights in the Blackbox Theatre, you will be provided with a student technician who will arrive in the performance space 30 minutes before the recital start time. You will need to provide this technician with a copy of your program and discuss your lighting needs. No specific lighting cues will be written for recitals.

- **Percussion:** Recitalists are encouraged to work percussionists in the Classical Percussion Performance Program. A list of these percussionists can be obtained by emailing the percussion assistant at percrept.aliast@nyu.edu. Recitalists using percussion in their recital should be aware of several limitations:
  - **No percussion equipment is to be taken out of the Education Building** (35 West 4th St). This means that any students wishing to have percussion instruments in a recital scheduled for the Blackbox Theatre or the Shorin Studio will be responsible for renting their own equipment.
  - Recitalists who work with program percussionists are welcome to orchestrate with any concert percussion equipment capable of fitting through the door of room 779.
  - Recitalists who are not using program percussionists may use secondary concert percussion equipment on a first-come, first-served, check-out basis. This equipment is limited and must be requested through the Equipment Request Form and checked out in exchange for the student’s ID. Only MPAP students may use this equipment, and it is not to leave the Education Building (35 West 4th).
  - Any recitalist working with percussionists who are not MPAP students are responsible for renting their own equipment.

- **Drumsets:** Recitalists who require drumsets for their performance are encouraged to work with percussionists in the Jazz Performance Program. Information about contacting jazz percussion students can be obtained by emailing Dr. David Schroeder, ds38@nyu.edu. Other students are responsible for providing their own drumsets.
If you have any concerns about equipment or equipment requests, please send an email to mpap.equipment@nyu.edu.

**CONFIRM YOUR RECITAL**

Two weeks before your performance, you will be contacted by the Space Coordinator to confirm that you are prepared for and planning to perform your recital as scheduled. Your response to this email will confirm that the department can go ahead with the preparations for your recital.

If, at any point, you find you must cancel or postpone your recital performance, please send an email to mpap.space@nyu.edu, as soon as possible. Please be sure to include the scheduled date and venue of your recital in the email. Failure to properly cancel your recital may have an impact on future space requests.

**PERFORM YOUR RECITAL**

Please follow these guidelines for your performance:

- You will need to provide at least one assistant to aid in the recital performance. This person will make opening announcements, close and open the theatre or the recital room doors, set out the programs, move set pieces as needed, arrange the space, and help restore the theatre afterwards. No stage crew (other than a recording technician and a Blackbox lighting technician) will be provided for your performance.
- You must finish your warm-up and open the room to the public 15 minutes before the publicized start of your performance.
- **There is no food or drink allowed in the recital spaces.** The only exception to this is bottled water for use by you or other performers; if you bring in bottles of water, please be sure to keep them off of the pianos.
- The piano will be tuned for your recital and you may not touch the inside of the piano without permission from Dr. Marilyn Nonken. In addition, **please do not set any items other than music on the pianos.**
- After your recital, please be sure to clean up and restore the space to a clean, neutral condition. Because recitals are often scheduled back-to-back, please vacate the space immediately after your recital has finished.

**GOOD LUCK ON YOUR RECITAL!**

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Revised 7/17/07
# Example of Recital Program Layout

<table>
<thead>
<tr>
<th>Cover</th>
<th>Page 1</th>
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</table>
| **Jane Doe, Flute**  
Gerald Moore, Accompanist  
Degree (i.e. B.M., M.A., Ph.D., Adv Cert.) | **PROGRAM**  
Piece 1, Composer  
Piece 2, Composer  
Intermission or Pause (if applicable)  
Piece 3, Composer  
Names of Performers (if applicable) |
| **Page 2**  
Program Notes  
(optional for undergraduates, required for graduates) | **Page 3**  
Biography or Biographies of Performer or Performers |
| **Page 4**  
Acknowledgements  
(optional) | **Page 5**  
Dept. Blurb  
(inserted by MPAP Office) |
RECITAL APPROVAL FORM

Please submit this form to the 7th-floor department office during Recital Registration. Any recitalists who submit forms after the Open Scheduling deadline will be scheduled on a first-come, first-served basis into any remaining space.

Prior to completing this form, please confirm availability with your teacher, accompanist, and other artists appearing in your recital.

Student Name: ________________________________ Date: __________________

Program: __________________________ Instrument: __________________________

Email: __________________________ Phone #: __________________________

Status: □ Junior □ Senior □ Masters □ Doctoral I □ Doctoral II □ Adv Certificate

Venue Preference:

1st Choice 2nd Choice
☐ ☐ Education 779 Recital Room
☐ ☐ Blackbox Theatre
☐ ☐ Shorin Auditorium (approved by Program Director: initials _____)
☐ ☐ Other Venue: ____________________________________

Time and Date Preference:

<table>
<thead>
<tr>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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<tbody>
<tr>
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<td>Time:</td>
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Applied Teacher’s Approval:

I have worked with the above named student on their recital program and conclude that he or she is registered a recital and preparing for performance repertoire that is appropriate and sufficient for his/her degree program.

Teacher’s Signature: __________________________ Date: __________________

Program Director’s Approval:

Program Director’s Signature: __________________________ Date: __________________