

Recital Preparation Packet

The sections below provide the information that you will need for a smooth recital-planning process. For all questions and concerns or to schedule a sit-down appointment, contact Scott Allen, the Concert Administrator, by sending an email to sa74@nyu.edu.

CHECK LIST

1. **Get Registered:** Register for your Recital (UE) or Colloquy (GE) course. **There is a mandatory non-refundable \$100 registration fee.**
2. **Schedule Your Recital Space/Equipment Request:**
 - A. **Speak with your instructor/faculty to confirm the dates they can attend your recital before scheduling.**
 - B. **Cancellations:** Cancellations less than two weeks must fill out a cancellation form and contact Scott Allen at sa74@nyu.edu directly.
 - C. Off Campus Recitals **WILL NOT** be audio recorded.
3. **Arrange For Equipment.**
4. **Request Rehearsal Time**
5. **Turn in Program Materials**
6. **Confirm Your Recital.**
7. **Recital Performance Guidelines**

1. GET REGISTERED

You are required to register for **Recital** (UE) or—for graduate students—**Colloquy** (GE) during the semester you are performing your recital. **There is a mandatory non-refundable \$100 registration fee.** The course numbers are as follows:

Vocal Recital/Colloquy: MPAVP-UE 1122 or MPAVP-GE 2121

Brass Recital/Colloquy: MPABR-UE 1181 or MPASS-GE 2121

Wind Recital/Colloquy: MPAWW-UE 1181 or MPASS-GE 2121

Percussion Recital/Colloquy: MPAPS-UE 1181 or MPASS-GE 2121

Piano Recital/Colloquy: MPAPE-UE 1092 or MPAPE-GE 2026

Jazz Recital/Colloquy: MPAJZ-UE 1092 or MPAJZ-GE 2026

Music Education Recital/Colloquy: MPAME-UE 1092 or MPAME-GE 2939

String Recital/Colloquy: MPASS-UE 1181 or MPASS-GE 2121

Composition Recital/Colloquy: MPATC-UE 1092 or MPATC-GE 2026

Doctoral Recital: MPATC-GE 3026 (PhD)

If you have any questions about which course you should register for, please consult with your advisor.

2. SCHEDULE YOUR RECITAL SPACE/EQUIPMENT REQUEST

Before scheduling, speak with your instructor/faculty to confirm the dates they can attend your recital. Please keep in mind even though we welcome family, the priority for scheduling your recital is to make sure your instructor and/or accompanist can attend. **To avoid any traveling problems, please do not inform your family of the date until you have received a final email confirmation from the department.**

The Department books recitals into the following spaces:

<u>BLACK BOX THEATRE</u> Pless Hall 82 Washington Place, 1 st floor 74 Moveable Seats	<u>RECITAL ROOM 303 AND ROOM 779</u> Education Building 35 W 4 th St 50 Moveable Seats	<u>PROVINCETOWN PLAYHOUSE</u> 133 MacDougal Street 88 Fixed Seats
---	---	--

The release date for the **MPAP Student Recital request form through Virtual EMS** will be located on the Recital Page at <http://steinhardt.nyu.edu/music/students/recitals/planning>. When available, please submit the online form before the deadline listed on the recital page. The Student Recital Request Form will be processed on a first-come, first served basis.

A cancellation form must be filled out and approved by Scott Allen no less than two weeks before your scheduled recital.

For off-campus recitals (Non-MPAP Venues), please email the date, time, and location of the recital to Scott Allen, sa74@nyu.edu by the recital request deadline with approval from your program administrator. **Off-campus recitals will not be recorded.**

3. ARRANGE FOR EQUIPMENT

After your online form has been submitted, your requests will be forwarded to the appropriate staff. The only equipment available is the equipment listed on the request form. You are responsible for all other equipment. All requested equipment will be delivered.

- **Extensive Equipment:** All students requesting extensive equipment will be contacted by a technician within 2 weeks of their recital. Lack of response to the technician may forfeit you from receiving your equipment.
- **Recording:** All Degree - Recitals scheduled in departmental space will be recorded for all recitalists registered in a recital or colloquy course. Completing an Equipment/Space Request Form will confirm that you will be assigned a recording technician. You will be contacted by a technician regarding your recording. **Lack of response to the technician may forfeit your recital from being recorded.** Recitals scheduled after the recital period are subject to not being recorded. Off-campus recitals will not be recorded. All Non-MPAP Venues are considered off-campus recitals.
- **Stage Lights:** The lighting you receive for your recital will be basic lighting. The lighting will depend on the number of musicians in your recital. Intimate Recital Lighting is for 1 - 4 musicians. Grand Recital Lighting is for 5 or more musicians.

- **Percussion:** Recitalists using percussion in their recital should be aware of several limitations:
 - All students requesting percussion instruments must have an MPAP percussionist assigned and approved to play the instrument(s) for their recital.
 - **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 Black Box Theatre or Provincetown Playhouse will be responsible for renting their own equipment.
- **Drum Kits:** Recitalists who require drum kits for their performance will have to work with percussionists in the Jazz Performance Program, **no exceptions**. You will need to list the Jazz percussionist's name on the Recital Space/Equipment Request Form. Scott Allen will send the request out for approval and inform you of the outcome. Information about contacting jazz percussion students can be obtained by emailing David Pietro, dap224@nyu.edu. Other students are responsible for providing their own drum kits.
- **Changing Equipment:** If you must change your equipment request after you have filled out the form, you must contact Scott Allen to inform him of the changes no more than 12 business days before for your recital. Please be sure to include the scheduled date and venue of your recital in the email.
- Ushers will be granted to all recitals except for recitals in Rm 779.

If you have any concerns about equipment or equipment requests, please send an email to Scott Allen at sa74@nyu.edu.

4. REQUEST REHEARSAL TIME

Rehearsal requests can be arranged by filling out and submitting the online **MPAP Space Request form through Virtual EMS**. This form should be submitted **no later than two weeks** prior to the requested rehearsal time. All efforts will be made to provide rehearsal time in your performance space, but because of limited space it cannot be promised. You will receive a confirmation for your recital once it's approved. **Do not schedule your rehearsal before your recital is confirmed.**

5. TURN IN PROGRAM MATERIALS

Note: All Recital programs and program notes, including those for off-campus recitals, **MUST** be approved and printed by the department. **You are not to distribute programs that have not been officially approved by the Department.**

A program template is available to you on the recital website page. You **must** submit your recital program in the body of the template, as a **Word document (not as a PDF or Google document)**—including program page, program notes (if required) and bio(s)—for proofing, editing and printing.

First, email your program as a **Word** attachment to your Program Director/Program Coordinator for edits and approval **at least THREE WEEKS prior to your recital date**. Once it has been approved, and **no later than TWO WEEKS** prior to recital date, send the program, with a **copy of your Program Director/Coordinator's approval email**, to Scott Allen. **Place your name, program** (i.e. Strings, Composition, Music Education, etc), **and recital date in the subject line of the email and send via your NYU email account.**

Students are responsible for printing their own translations. After Scott Allen has proofread, edited, printed and folded your programs, he will contact you by email to retrieve the programs from the Administrative Music Department office, 35 W. 4th St., Suite. 205. Someone at the front desk will retrieve them for you.

If Scott Allen does not receive your program two weeks before your recital, this may forfeit us from being able to print your recital program.

6. CONFIRM YOUR RECITAL

You will receive a confirmation for your recital once everything is approved. **Your recital date is NOT confirmed until you receive an email from Scott Allen stating that your time, location, date and equipment list has been approved.** Make sure to double check your equipment list consistently, especially two weeks before your recital to make sure it is up to date.

If at any point you find you must change your equipment list, or need to reschedule your recital date/time, please send an email to Scott Allen at sa74@nyu.edu, **no later than 12 business days before your scheduled recital.** Please be sure to include the scheduled date and venue of your recital in the email.

Cancellations: If you need to cancel and/or reschedule less than two weeks of your scheduled recital, you must fill out a cancellation request form and turn in to Scott Allen.

7. RECITAL PERFORMANCE GUIDELINES

Typical recital schedule (Example for a 10:00am – 1:00pm recital time slot):

- Tech and Recitalist Set Up/Warm Up 10:00am – 10:45am
- House Opens: 10:45am
- Recital Begins: 11:00am
- Recital Ends 12:00pm
- Break down: 12:00pm – 1:00pm

Please follow these guidelines for your performance:

- If you are contacted regarding your recital by staff, it is imperative that you respond in a timely manner. Lack of response may forfeit any materials that you request for your recital.
- No stage crew (other than a recording technician and a Black Box Theatre lighting technician) will be provided for your performance.
- Students are responsible for setting up their own chairs in Rm 303 and Rm 779. Recitals scheduled in Rm 303 Will have an usher to assist them with set up.
- Doors of the theater must be open to the public 15 minutes prior to the publicized start of your performance.
- You may bring in bottled water for use by you or other performers but never place any water on the pianos.
- Pianos are routinely tuned. You may not touch the inside of the piano without permission from Dr. Marilyn Nonken (see the Piano Guidelines and Extended Piano Techniques information). In addition, **please do not set any items other than music on the pianos.**
- Receptions are not permitted in any recital spaces. To request space for a reception, please contact mpapSPACE@nyu.edu. If your recital is in the Black Box, and you would like to hold a reception in the Pless 1st Floor Lounge, a faculty or staff member must make a request on your behalf (<http://steinhardt.nyu.edu/adminfinance/events/pless/1>).

- **Student Recitals are not permitted to serve Alcohol of any kind in any of our facilities.**
- After your recital, you are responsible for cleaning up the space and restoring it to a neutral condition. Because recitals are often scheduled back-to-back, you must vacate the space immediately after your allotted time is up.

HAVE A GREAT RECITAL!