

Info Packet for Student Recitals: Spring 2021

Due to the changing circumstances of COVID-19 and SDSU's commitment to reducing the risk of spread, procedures are subject to change, and you will be notified if/when changes occur.

Spring 2021 Updates:

1. If you don't feel well on the day of your recital, please STAY HOME. Notify your Stage Manager and faculty right away.
2. All Jazz combo recitals (graduate, senior, and junior) will not take place on campus, due to safety restrictions. **You are still expected to follow SDSU safety guidelines off campus.**
3. No combined recitals will be permitted, due to safety restrictions.
4. Recitals will be performed on-campus, but with no audience present. You are not permitted to bring anyone who is not included in your performance or authorized to be on campus. **You are required to properly wear a mask at all times when you are not performing.**
5. All on-campus recitals will be livestreamed by Music and Dance social media. (The School of Music and Dance will not be able to livestream any off-campus recitals, but you are certainly permitted to do so from your personal or professional platform.)
6. Thorough sanitization of each venue will be performed by trained Stage Managers.
7. Dress Rehearsals must have at least 1 faculty member present, who will be in charge of following cleaning procedures. Make sure faculty has access to the performance venue.
8. If you do not feel comfortable having your recital on campus, you may speak with your committee to submit a video performance, either pre-recorded or live. (Feel free to share said video with me, as well, if you'd like it to be posted to Music and Dance social media! (YouTube, Facebook, or any other weblink is preferred to mp4 file.) See options below.
9. At any point, SDSU can and probably will pause in-person instruction. This will include all on-campus reservations, including recitals. Should your recital fall into the time frame of a pause, you and your faculty committee will agree upon an alternate form of performance. **(Unfortunately, we do not have enough slots for recitals to be rescheduled to a later time in the semester.)** See options below.

Your options for a remote recital will be as follows:

a. Record your performance at home (or a safe remote location) and submit the video to your committee at an agreed-upon time. If you send me the video a few days prior to your already-scheduled recital slot, I can share the video to Music and Dance social media at that date/time. (Confirm plan with committee.)

b. Perform from home or a safe remote location, and livestream from a personal social media account. You will also have the option to save the video and submit to your faculty if they are not able to watch live and, if you'd like, send it to me to post on our Music and Dance social media. (Confirm plan with committee.)

10. SDSU Health & Safety Regulations: <https://sdsuedu.sharepoint.com/SitePages/Campus-Repopulation.aspx>

Note: As a Music and Dance student, you have access to recording equipment (camera and microphone) in the tech shop, which you can check out and use at home or a safe remote location to record your performance and submit to your committee for a grade. You and your committee will choose a submission date.

Recital checklist/deadlines

1. View the Available Recital Slots Google sheet:
<https://docs.google.com/spreadsheets/d/1xaadDwVB9QP4FFyPtF2LBC-A5xRGsde6PaAy4NDdK-0/edit?usp=sharing>
2. Email Michaela Nasello at MLNasello@sdsu.edu
 - a. Include your name, recital level, instrument, and 4 preferred dates/times. I will place holds according to your preferences, according to what is available.
3. Email your selected faculty to confirm your Recital Committee once I have placed holds on your preferred dates/times. Include the dates/times that I'm holding, and copy me on that email. You must do so **within 2 weeks**. (See pg. 2 for committee selection.)
(you will not need a Faculty Booking Approval for Student Recital/Exam form this semester.)
4. Pay recital fee online (\$80/\$100)
5. Schedule your dress rehearsal (optional) - email Michaela
6. Submit program (ready for distribution) **one week** before recital – email Michaela

APPROVED RECITAL TIMES (*subject to availability - only ONE recital will be held at a time, regardless of location*)

Friday 7:30pm
Saturday, Sunday 12pm, 4:00pm, 7:30pm

STAFF CONTACTS

Michaela Nasello, Production Coordinator	(email only)	mlnasello@sdsu.edu
Tim Nunnink, Technical Shop Supervisor	619-594-1772	tnunnink@sdsu.edu
Shirley Valencia, Student Services Coord.	619-594-6032	svalenci@sdsu.edu
Nick Czerwiec, Performing Arts Technician	619-594-1777	nczerwiec@sdsu.edu

RECITAL RECORDING (Audio):

All on-campus degree recitals will be recorded for audio archive. Non-degree recital recordings available upon request only.

The School of Music and Dance does not offer video services; however video cameras are available for checkout through the Tech Shop Window (M118). First come, first served. Please request an appointment to check out a video camera with this form:

<https://www.signupgenius.com/go/60b044faaaf2babff2-sdsu>

SELECTING YOUR COMMITTEE

Performer's Certificate

Chair + 2

The committee will consist of three members of the Performance Division, at least one of which must be from the student's performance specialization. The student's studio teacher may be one of the voting members. The chair of the committee may be selected from any of its members.

Bachelor of Music Junior/Senior Recital

Chair + 1

The committee will consist of a Chair and one member selected from the music faculty (tenure/tenure track where possible.) The student's studio teacher may serve as a voting member.

Master of Music Graduate Recital (M767)

Chair + 2 + studio teacher optional

Oral exam required

The committee will consist of a Chair and two members selected from the music faculty (tenure/tenure track where possible.) The student's studio teacher may serve as a non-voting fourth member of the committee.

Master of Arts Lecture Recital (M766)

Chair + 2 + studio teacher optional

Oral exam required

The Committee will consist of a Chair and two members selected from the tenure/tenure track music faculty. The student's studio teacher may serve as a non-voting fourth member of the committee.

Artist Diploma Qualifying and Final recitals

Chair + 2

The committee will consist of three members of the Performance Division, at least one of which must be from the student's performance specialization. The student's studio teacher may be one of the voting members. The chair of the committee may be selected from any of its members.

Thesis/Project (M799A)

Chair + 1 + 1

Oral exam required

The committee will consist of a Chair and one member selected from the tenure/tenure track music faculty and one member from the non-music faculty.

Tenured/tenure-track music professors: Aziz, Delgado, Follingstad, Gerdes, Khaefi, Kitelinger, Koner, Potter, Rewoldt, Smigel, Thompson, Warren, Waters, Yeager

Oral Exam (graduate students only): The student will be responsible for scheduling the Oral Comprehensive Exam as soon after the recital as is convenient (no later than two weeks after the

recital or after the last day of classes.) The student is responsible for notifying all committee members of the mutually agreed upon date, time, and location of the exam.

ADDITIONAL INFORMATION

RECITAL AUDITIONS

All recitals must be auditioned before a jury of the Music and Dance faculty (your recital committee) between 2 weeks and one month prior to the recital date. The audition should be close to performance-level, and all performers scheduled to appear on the recital must pass the audition. A typeset draft of the recital program must be presented to the jury at the time of audition. An unsuccessful recital audition may be retaken in a later semester (or at the committee's discretion in the same semester if it is deemed by the committee to be an appropriate decision). If the second audition is unsuccessful, the student will be removed from the performance degree program.

USING THE HALL

Understand that the hall is often booked with back-to-back events. Do not expect to enter the hall before or vacate the hall after your scheduled time. On the day of your recital, you are allowed in the performance hall one hour before your start time for sound-check, set-up, and/or run-through. **With strict safety and cleaning regulations in place this semester, it is especially crucial that you do not enter the hall until exactly one hour prior to your performance.**

You are allowed a total of two hours in the performance space for an optional dress rehearsal prior to your recital date. See the Production Coordinator to schedule this time.

RECEPTIONS

There will be no recital receptions permitted this semester. We thank you for your cooperation while we do all we can to reduce the risk of the spread of COVID-19.

STAFFING

The stage and house staff will arrive one hour before the scheduled event. Any special requests must be made in advance with the Production Coordinator, and the student is responsible for costs associated with special requests.

Each recital will be staffed with:

- 1 Stage Manager to unlock and sanitize the hall, control the lights, and assist with stage moves
- Audio technician to record (audio) and livestream recital, assist with projector for recitals using supertitles, and provide live mix for jazz recitals.

DAMAGE

If you notice any damage or equipment that is not working on stage (including the draperies), in the hall (seating and carpeting), lobby (carpeting, front doors, etc.) or greenroom (lighting, carpeting, chairs, etc.), please notify the stage manager immediately so that we can repair/replace it at the earliest opportunity. You may be responsible for costs associated with damage caused at your event.

GRADING

The recital is pass/fail; no course or unit credit is given for this recital performance. Your committee will complete the necessary paperwork. The Production Coordinator is responsible for providing each committee with approval forms (for recital audition, recital performance, and oral exam).

ARTIST DIPLOMA RECITAL INFORMATION

At the conclusion of the **first year/second semester**, students must perform a Qualifying Recital. The paperwork and guidelines are similar to the Grad/Senior recital with the exception of the audition; an audition is not required for a qualifying recital. **NOTE: If students do not pass the Qualifying Recital they may not continue the program.**

At the conclusion of the **second year/fourth semester**, students must perform a Final Recital. The paperwork and guidelines are similar to the Grad/Senior recital including the forms and payments and requires an audition. For questions regarding Artist Diploma procedures please contact Dr. Kevin Delgado, graduate advisor, delgado@sdsu.edu

POSTPONEMENT OF STUDENT RECITALS

There are several instances where student recitals must be postponed to a later semester rather than rescheduled in the same semester. Those instances are:

- The student does not confirm their original recital booking and no alternate times remain in the semester
- A student fails one or all pieces of their audition
- The student does not submit their program by the deadline
- The student does not pay their recital fee by the deadline
- The opportunity to perform on campus has been lifted due to SDSU's decision to halt in-person instruction

In any of these cases the following policies take effect:

Semester when the recital originally had been planned:

- The grade for the semester will be the teacher's grade only (as if the recital had occurred.)
- The graduate student will receive an *Incomplete* for the recital course only.

Following semester with the rescheduled recital:

- The student will sign up for their regularly scheduled next set of lessons.
- The student will present their audition, recital, and performance and remove the *Incomplete* from the previous semester.

When the recital is postponed to the following semester the only impact on the student's progress is the scheduling of new date for the presentation of the recital and the removal of the accompanying *Incomplete* that was generated by the postponement.

RECITAL COSTS & PAYING THROUGH WEBPORTAL

Junior recital	\$80
Senior/Graduate/Artist Diploma	\$100

STAFFING

Stage Manager \$10/hour for time worked beyond the provided hours*

* 30 minute recital – two hours

* 60 minute recital – three hours

* must be approved ahead of time

* payment for extra time is made directly to the School, not the Stage Manager

Accompanists To be arranged directly with accompanist

PAYING RECITAL FEES through WEBPORTAL

1. Log onto WebPortal (https://sunspot.sdsu.edu/pls/webapp/web_menu.login/)
2. Click on Registration
3. Go to “Payment Information,” and then “Pay Fees Online”
(this takes you to the Student Account Services website)
4. Select “Make a Payment” at top of screen
5. Select “School of Music and Dance Fees Menu”
6. Select either \$80 (junior) or \$100 (senior, graduate)
7. Follow the check-out screens
8. **Email a copy of the receipt to Production Coordinator** (mlnasello@sdsu.edu)

* **NOTE:** There will be no option for shared junior recital this semester.

CREATING YOUR RECITAL PROGRAM

(All program templates are available online. Programs are due, completed, **one week before your recital**)

GO TO SCHOOL WEBSITE (music.sdsu.edu)

- Click on “People” and “Students” and then on “Program Template” under the quick links. There are several versions to choose from – select the template that best matches your recital.

FRONT COVER

- The logos on the front and back covers may not be altered.
- Insert your name, instrument, other musicians, date, time, and location.
- Each program must include the words: *In partial fulfillment of the requirements for the Bachelor of Music Degree; In partial fulfillment of the requirements for the Artist Diploma*

Certificate, In partial fulfillment of the requirements for the Performance Certificate, or In partial fulfillment of the requirements for the Master of Music Degree.

PROGRAM TEXT

- Type in your program materials, including each work's title, movement(s), composer, and birth-death dates of the composer.
- Ensure that the spelling of titles, composers, movements, and birth-death dates are correct.
- Include the Intermission, if you plan to have one.

ADDITIONAL MATERIALS

- Vocalists: if your translations/program notes don't fit into the space provided in the program, you will create a separate document with that information.
- If you wish to include bios or acknowledgements, be sure that it fits in the available space. Limit your acknowledgements and ensure information is in a professional manner. – no use of slang, etc. Remember this program goes to the University Archives. **The Production Coordinator has the right to alter the program contents as needed.**

SUBMITTING PROGRAM DRAFT

- Programs must be reviewed by your Committee Chair before submitting them. **Submit the program in .doc or .docx format in their final form to the Production Coordinator.**
- The deadline for submission of the electronic file is **one week** before the recital.

Show all materials to the Production Coordinator before posting online.

The Production Coordinator and the Recital Committee have the right to cancel (to be scheduled in a later semester) recitals which do not meet any number of the above deadlines or requirements. Students will be notified.