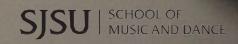
San José State University

Music Student Recital Packet

2019-20



Facility Regulations for Student Recitals

- 1. NO SMOKING, EATING, DRINKING, BALLOONS, OR USE OF INCENSE OR CANDLES in the halls, classrooms, or Concert Hall.
- 2. No selling of any items without permission from the School of Music & Dance Office.
- 3. All rooms must be returned to their original, typical layout after the scheduled event—use the layout guides in each room for directions. The Concert Hall must be cleared. If you have moved anything off stage, YOU MUST RETURN IT.
- 4. Musical equipment may not be used without written permission of the School of Music & Dance.
- 5. There is a \$100 refundable cleaning deposit required at the time you book your recital and should be turned into the Reservations Facilitator. Failure to return everything to its proper place will result in the forfeiture of your deposit. This includes the Concert Hall and Reception Venue.
- 6. Cleaning the room before or after your event is your responsibility. Janitorial services may be provided only at additional cost, and must be secured at least one month prior to the event. There is no trash pick- up on Friday or Saturday. It is your responsibility to remove any trash generated on Friday, Saturday, or Sunday. Bring your own trash bags and be prepared to take trash out with you.
- 7. One or more Concert Managers are required per recital. The rate for vocal recitals is \$50; the rate for instrumental recitals is \$60. For recitals requiring movement of pianos or other large instruments, and/or multiple set-ups, an additional Concert Manager will be required, to be paid at the rate of \$25 per hour. Mrs. Lucy Yamakawa Cox will help you determine if you need more than one Concert Manager.

Date

- 8. Any posters, signs, or tables you set up in the foyer or halls must not impede traffic through doorways, hallways, or any other walkway. **Painting masking tape** (usually blue) is the only acceptable wall adhesive.
- 9. Sound equipment and cameras are not allowed in the aisles of the Concert Hall.

I have read and understood the above statements:

Name (printed)

Signature

SJSU | SCHOOL OF MUSIC AND DANCE

Requirements for Student Recital Programs

- 1. The \$30 reservation fee includes 60 recital programs to be printed by the School of Music & Dance Office. You are responsible for providing drafts for these forms and proofreading and finalizing your programs.
- The School of Music & Dance Office produces the recital programs. The deadline for submitting your proofread, approved program copy is a minimum of three weeks prior to your recital. You must use this link to complete your program: <u>https://sjsu.qualtrics.com/jfe6/form/SV_cC0s8JnBRCE60V7</u>
- 3. Your program must include the following:
 - your name
 - date and time of recital
 - type of recital (Junior/Senior/Graduate and voice/instrument)
 - location
 - instructor'sname
 - program order or set list (with composers and dates, if applicable)
- 4. You are responsible for your recital posters, program notes, and translations.
- 5. When notified, come to Music Room 165 to approve a hard copy of your final program proof.
- 6. Collect your programs from the main Office.

Penalty late fees: Our graphic designers build up a queue of work during the concert season, and rush jobs are an extreme inconvenience to them. Therefore, late recital programs will be met with a late fee determined by the time at which it is received:

- two weeks before concert costs \$15;
- one week is \$30;
- the day before or of your recital will cost you \$60*

*There will be no guarantee that you will receive the programs in time for your performance.

I have read and understood the above statements:

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Name (printed)

Signature

Student Recital	Checklist
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WITH A COMPLEX AND A COMPLEX A	
1 Pay your Music Use Fee.	
2 Pass your Piano Proficiency.	
 3 Complete and deposit these forms in the main Office no late Facility Regulations for Recitals Form Requirements for Student Recital Form Student Recital Checklist Student Recital Reservation Form, Student Recital Request Form (top portion) 	
 4 Book your recital with Ms. Easther Ng in the main Office. 5 It is your responsibility to organize your own ushers and/or your recital. 	
6 It is your responsibility to arrange for your own lighting six weeks prior to your recital. Recording equipment of	
7 Arrange your Senior Recital Hearing with your applied inst no later than four weeks prior to your recital . Once yo signatures from all attending faculty members indicating t	u have passed your hearing, obtain
8 Three weeks prior to your recital, you must submit a digi https://sjsu.qualtrics.com/jfe6/form/SV_cC0s8JnBRCE60 produce 60 copies of your recital program. The Marketing posters, flyers, program notes, translations, or press release for your recital.	V7 . The SMD Marketing Team will Team is <i>not responsible</i> for producing
9. Once you have completed your recital, obtain signatures or members who attended.	f approval from the faculty
10. Submit your finalized Recital Request form to the main Or your recital.	ffice no later than two weeks after
I have read and understood the above statements:	
Name (printed)	
Signature	Date

	Student Recital Request Form Return this form completed with the <i>Reservatio</i>	on Deposit Form, reserva	tion deposit,	
	and a typed copy of your program to reserve yo	our recital date.		
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	NAME OF PERFORMER:	SJSUID:		EE: PAID/NOT PAID
	APPLIED AREA (VOICE MAJORS, SPECIFY VOICE			
	DATE PIANO PROFICIENCY WAS PASSED:			
			JUNIOR BM SENIOR BM	SENIOR BA GRADUATE
	APPLIED INSTRUCTOR:			
	DESIRED RECITAL DATE:	RECITAL		
	LOCATION: SIGNATURES OF APPROVAL:			
		2		
	1. Applied instructor (required of all recitals)	2. Second instructor ()	required for Senior and Gradu	iate recitals)
	Applied instructor (required of an reenais)	Second instructor (	required for Senior and Grade	late reentais)
	3.	4		
	Advisor (required of all recitals)	Accompanist (requ	uired if applicable)	
	HEARING DATE (MUST BE 4 WEEKS PRIOR TO R HEARING RESULTS (CIRCLE ONE): PASSED / M FACULTY SIGNATURES 1. Applied instructor	NOT PASSED		
	Recital Approval (Completed after the recit	tal has taken place)		
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	Signatures acknowledge that the recital described above has	s occurred and met the standard	ls of the SJSU School of Musi	ic & Dance
	1.	2.		
	Applied instructor	Second Attending	Instructor	
	D'actor Account			
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Director Approval	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	****	
	Director Signature	Date		
	Student Recital Reservation Form	1		
SJSU   SCHOOL OF MUSIC AND D				

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NAME(S):			
APPLIED INSTRUCTOR: EMAIL:	PHONE:		
INSTRUMENT:	LEVEL: DE	GREE:	
RECITAL DATE:	SEMESTER/YEAR: LOCATION:		
RECITAL TIME: 1:30 (12-3PM)	4:30 (3-6PM)	7:30 (6-9PM)	
JOINT RECITAL?	IF SO, WITH WHOM?:		
PIANO SELECTION	OTHER INSTRUMENTS		
*****	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	******	
MUSIC OFFICE ONLY			
RESERVATION FEE \$30	CHECK #	CASH	
CONCERT MANAGER FEE\$	CHECK #	CASH	
CLEANING DEPOSIT: \$100	CHECK #	CASH	
PAID RECITAL FEES:	BY:	DATE	

PROGRAM DEADLINE_____

USE THIS DIAGRAM TO DRAW YOUR PREFERRED INITIAL STAGE SET-UP

leave the stage as shown in the diagram when your recital is over

All percussion against	Piano #2
Piano #1	S