

RECITAL SCHEDULING PACKET & MONROE LECTURE CENTER THEATER INFORMATION

DEPARTMENT OF MUSIC

HOFSTRA UNIVERSITY

YOU ARE RESPONSIBLE FOR ALL INFORMATION IN THIS PACKET.

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If you have any questions about these procedures, please contact Dr. Philip Stoecker, Associate Chair, in Room 101C New Academic Building, e-mail (muspss@hofstra.edu), or by phone (516) 463-7227.

REGISTRATION

The first step in planning a degree recital is registering for recital credits. If you are giving a C-level recital, you must register for MUS XC; if you are giving a D-level recital, you must register for MUS XD; Honors and Endowed Recitals feature students who have been selected by the music faculty for special honors as performers will be advised by his/her private instructor.

As a general policy, you must be registered for lessons for two (2) semesters. This guarantees faculty supervision of the recital preparation. All students taking C and D levels of Private Instruction are required to present a recital in the second semester of each level, according to the following schedule:

- C-Level Junior Recital: A half recital (30 minutes of music), normally shared with another student who is satisfying the same requirement
- D-Level Senior Recital: A full recital (60 minutes of music)

The requirements listed above apply to students whether or not they are candidates for the two degrees that require additional private instruction beyond the P level: The B.S. in Music (Jazz & Commercial Music), which requires two semesters of C level; and the B.S. in Music (Performance), which requires two semesters each of both C and D level. The registration queues often begin many weeks before a term starts, so plan ahead!

SCHEDULING A RECITAL

- 1) **Discuss recital plans with your teacher and assisting musicians before reserving a time for your recital**
The student and his/her instructor will determine approximate dates for your recital. To ensure faculty supervision of the recital preparation it is important that you meet with your teacher the semester prior to your recital and agree on three (3) recital date options.
- 2) **Meet with the Associate Chair**
Once you and your instructor have agreed on three (3) recital date options, schedule an appointment to meet with the Associate Chair of the Music Department (muspss@hofstra.edu). During this meeting, you and the Associate Chair will find an available date and time based on your three requests. The request for a recital date and time must be made at least four (4) months in advance of your recital. *NOTE: If you are sharing a recital, both performers must schedule an appointment with the Associate Chair.*
- 3) **Submit Student Recital Form**
Once you and the Associate Chair have found an available time, you will have **seven (7)** days to have the Student Recital Form signed by your private instructor and returned to NAB 101C. Once this form has been signed and returned, the Associate Chair will schedule your recital. The Student Recital Form is available online and in the Music Department office (NAB 101).
NOTE: An electronic signature from your Private Instructor may be accepted.
- 4) **Receive confirmation via email**
You will receive an email confirmation that the date and time you have requested for your recital has been confirmed. Please note that returning your Student Recital Form does not guarantee confirmation. Requests are processed first come, first serve and occasionally must be denied. Also note that recital confirmations are processed by a person, not automatically, so it may take 48–72 hours from submission until you receive confirmation.

SCHEDULING A RECITAL, CONTINUED

Student recitals are normally presented in the auditorium of Monroe Lecture Center (Room 142), although under certain circumstances other locations may be used, such as the more intimate Room 216 in Monroe and, especially convenient for percussionists, Room 10 in the New Academic Building.

NOTE: Due to the large amount of activity on campus throughout the year, there is always the possibility that the location and/or date/time might have to be changed (hopefully with adequate notice). Unfortunately, the University sometimes makes last-minute scheduling changes for various conferences, visiting VIPs, functions, etc. Though infrequent, it might require some flexibility on the part of the Music Department. Please be assured that such specific changes would only be considered as a LAST RESORT.

ACCOMPANISTS AND GUEST MUSICIANS

The student recitalist is responsible for choosing his/her own accompanist for C- and D-level Recitals. Although professional accompanists will be hired by the Music Department as needed for Honors and Awards Recitals, it is still your responsibility to find an accompanist well in advance of the recital. If professional accompanists are used for the C- and D-level Recitals, their payment may be partially funded by the Music Department, but the fee must be approved by the Chair of the Music Department and is dependent upon budget availability. **You will be expected to pay for additional rehearsal time with an accompanist.** The office of the Music Department has a list of qualified and recommended accompanists.

Accompanists must fill out the following forms and submit to the music office one (1) month before the recital date:

- Musician / Accompanist Contract
- W9 Payroll Tax Form

NOTE: A recital program and an invoice for services must be returned to the music office no later than 48 hours after the recital so that payment can be arranged.

Guest musicians that are volunteering their time do not have to fill out these forms.

DRESS REHEARSAL TIMES

Dress rehearsal times must be arranged with Associate Chair (muspss@hofstra.edu).

RECITAL ATTIRE

Check with your instructor as to the appropriate attire for your recital.

RECITAL PROGRAM INFORMATION

All students are required to produce their recital programs. Please follow these step-by-step guidelines:

- 1) **Access the official Department of Music template online at and format your program accordingly.**

The program template includes the following: Composer name(s); composition title(s)/movement in order in which they will be performed; composer dates (if the composer is still living, include his or her birth year); names of other performers in recital and their instruments; and the day, date, time, and location of recital with your degree objective and instructor's name. Feel free to add program notes, and vocalists should also provide translations and texts in the body of the program or as a separate insert.

- 2) **Finalize a draft of your Recital Program**

Once you have finalized a draft of your recital program, have your private instructor *approve and initial* a hard copy. It is recommended that this be done no later than three (3) weeks prior to your recital date.

- 3) **Submit your finalized/approved/initialed program draft to the Associate Chair for approval.**

Student recitalists are required to submit their recital program draft (with your Private Instructor's initials) to the Associate Chair for approval. You will then be asked to e-mail a hard copy (in Microsoft Word) to the Associate Chair (muspss@hofstra.edu). It is required that you do so at least two (3) weeks prior to your recital date.

Note: if you do not e-mail a hard copy of your program to the Associate Chair within two (3) weeks of your recital date, you are required to print and copy your own program. *Any printing/copying will be at your own cost.* Three (3) copies of your finalized program must be submitted to NAB 101C before your recital date.

Students should follow the program format given below. Recitalists are responsible for the correctness of the information they submit. Find the correct spellings of composers' names and their dates in The New Grove Dictionary of Music and Musicians (copies are available in Axinn, the Music Library) or the *Oxford Music Online* (available on the HU website [Research Database]).

[Sample of program cover]

Hofstra University
Department of Music

presents

A Junior Recital

Gabriel Green, *sarrusophone*
Penelope Purple, *mezzo soprano*

assisted by

Betty Black, *piano*
Rudolph Red, *heckelphone*

Saturday, April 28, 2011, at 8 p.m.
Monroe Lecture Center Theater

[Give this same information in the copy of your poster, but give additional information about this location: for example, for Monroe, "California Avenue, South Campus."]

[Sample of program interior]

PROGRAM

Sonata in G-flat minor for Sarrusophone and Heckelphone

Bartholomew Blue
(1756–1791)

Allegro appassionato
Adagio introspeffivo
Scherzo giocoso
Vivace tempestoso, ma non troppo

Gabriel Green, *sarrusophone*
Rudolph Red, *heckelphone*
Betty Black, *piano*

INTERMISSION

Warum doch? (from the opera *Weshalb?*)

Günther Gelb
(b. 1999)

Penelope Purple, *mezzo soprano*
Betty Black, *piano*

This recital is presented in partial fulfillment of the requirements for the degree B.S. in Music (Performance). Mr. Green is a student of Prof. Osbert Orange. Ms. Purple is a student of Prof. Griselda Gray.

STAGE CREW

Contact the Stage Crew (hofstrastagecrew@gmail.com) at least two (2) weeks before your recital to discuss the set-up of the recital hall. Members of the Stage Crew can assist you with lighting and curtains as well as the set up of stands, the piano, chairs, and so on.

RECORDING

If you wish to have your recital recorded, contact the Music Department (NAB 101 or [516] 463-5490) for a list of available individuals who will assist you with a recording.

RECEPTIONS

Reception space is available in the back of the auditorium of Monroe Lecture Center (Room 142). If you will need tables for the reception, please notify stage crew ahead of time. You are responsible for the set up and, most importantly, cleaning up afterward. **DO NOT LEAVE TRASH OR ANY OTHER ITEMS BEHIND.** Please note: Alcohol is strictly prohibited on Hofstra University property. If a university staff member observes alcohol at your recital reception, you will be in violation of the Student Conduct Codes. Students who violate any of the above alcohol regulations will be subject to a minimum penalty of a disciplinary warning. Subsequent offenses will result in more serious action.

Performance Requirements

Along with participation in many of the standing Jazz Ensembles (The Big Band, Little Big Band, Jazz 20 Ensemble, Jazz Combos, and the Vocal Jazz Ensemble) students in the Jazz & Commercial Music program fulfill four (4) semesters of one-credit, Basic (P)-level lessons on their primary instrument or voice. Ten, 55-minute lessons are required during the course of each of those semesters. All students must take a jury at the end of the second, third, and fourth semesters, which will be considered as part of their respective final grades. There is NO jury requirement for the first semester.

The 4th semester jury must be a “double” jury in that the student must prepare content that will allow him/her to progress to the next two semesters of three-credit C-Level private instruction (Fourteen 55-minute lessons per semester). The 2nd semester of C-Level lessons MUST culminate in a Full (2-set) recital. Though the Hofstra catalog designates this recital requirement as a “Junior” recital, the Jazz student (and private instructor) should treat it as a “Senior” recital requiring at least 70–75 minutes of music.

The Jazz Recital must contain at least 7–10 minutes of a traditional “Classical” piece (or pieces) pertinent to the student’s instrument/voice and at least one original composition/song in any style (preferably something that represents THEIR musical personality and creativity). The remainder of the recital should contain Jazz-specific repertoire that presents a diverse sampling of MANY styles (Ragtime, Dixieland, Swing, Bebop, Hard Bop, Cool, Modal, Free, Fusion, Contemporary, Neo-Classical, Latin, etc.) as advised and mentored by their private instructor.

The student non-musical responsibilities include procuring:

1. A recital date, time and, venue
2. Peer musicians
3. Rehearsal schedule and venues
4. Arranging to record the recital
5. Programs, posters and mailers
6. All equipment necessary (drums, amps, PA, mics, stands, chairs, etc.)
7. Stage crew (organized through the Music Office and/or the Associate Chair)

The Private Instructor will help the student organize his/her program regarding the repertoire AND the printing of both the Posters/Mailers and the Program. (This can be done online through the Hofstra Portal. The Associate Chair of the Music Department can also help during this process.)

The Department of Music does have a minimal fund for all recitalists for accompanists (especially the vocal recitals). All Jazz recitalists should talk to the Department Chair if such funding is needed to fulfill roles that cannot be done by peer musicians. It is strongly advised that such funds be requested as a last resort.

All prospective recitalists should contact Dr. David Lalama by e-mail (musdsl@hofstra.edu) or phone (516) 463-5493 at least one year before the prospective recital date for advisement on both the musical and administrative requirements of the Bachelor of Science in Music degree with a concentration in Jazz and Commercial Music.

A student may take more than four (4) semesters of P-Level lesson if needed, but the credit will not count toward the requirements.

VOICE DEPARTMENT JURY AND RECITAL GUIDELINES

Jury Requirements

Music Merchandising: A total of three (3) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester). One piece may be from the legitimate musical theater and one from the classical repertoire.

Music Education: A total of five (5) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. These must be classical pieces, contrasting in style, with at least one in a foreign language.

Music Performance: A total of two (2) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. At the end of the 2nd sophomore semester, the jury will be the audition for Level C, consisting of five (5) contrasting pieces from the Classical repertoire. See Advanced Vocal Study (below) for further requirements.

General Requirements for Juries:

- Appropriate dress, such as you would wear if going on a job interview; no flip-flops, no jeans, no running shoes, etc.
- The music must be prepared for the pianist—the original score, or double-sided copies of your music, with holes punched so that the pianist can put them in a folder.
- The student will give a short introduction to each piece, with a précis of the meaning of the lyrics and demonstrating some general knowledge about the composer and the period of music represented. Foreign names and titles must be correctly pronounced.
- Appropriate concert deportment: Walk in and stand with good posture, demonstrating during your performance that you understand the words you are singing; thank your pianist and the judges before you leave.
- All music must be memorized
 - N.B. When singing music from an oratorio, you must hold the music just as is the convention in oratorio concerts. This does NOT mean the music is not memorized.

For C- and D-level Auditions, Juries, and Recitals:

- See above, plus
- Program notes must be provided, i.e., a printed list of the pieces to be sung, with composer's dates and translations of items in foreign languages.

NOTE: This applies to AUDITION AND JURIES as well as recitals.

Advanced Vocal Study:

If, by the end of the sophomore year, the student has a desire to perform a junior, C-Level recital and the teacher feels that he or she is sufficiently proficient to do so, the student must audition to enter Level C.

Please note, Levels C and D are primarily intended for those doing a major in Music Performance. It has certainly been the case that students with other majors have also undertaken C- and D-Level voice study, however, the credits necessary must be planned for and discussed in detail with your advisor well in advance of the audition being undertaken.

VOICE DEPARTMENT JURY AND RECITAL GUIDELINES CONTINUED

During the freshman and sophomore years, the student will have mastered basic skills of music preparation. To this end, attendance of two semesters of diction is strongly advised. Level C and D lessons will not involve basic rhythm, note, or diction tuition by the instructor. Students wishing to undertake advanced vocal study music accept greatly increased requirements for practice and rehearsal time as well as for personal preparation of assigned repertoire.

Level C Requirements

Successful audition at the 3rd jury (end of sophomore year), see jury requirements, page 7, for details. Private instructor's recommendation, based on assessment of the student's ability to undertake the extra independent work described above.

If accepted into Level C, the student can expect ten (10) 55-minute lessons as well as five (5) mentoring sessions. These sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher attends rehearsal of juries, recitals, opera scenes, and opera productions
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances
- Supervision of the Grad school application process, including letters of recommendation and advice on audition preparation

In the first semester of the junior year the student will undertake:

- **C-Level Jury**
Prepare five (5) pieces to be included in upcoming recital; the judges will choose up to three (3) pieces to hear that day

If this jury is deemed satisfactory the student may continue to prepare for the junior year second semester, which will require:

- **Junior Recital**
A short or half-recital, with piano. This recital may be combined with a fellow student's recital, in fact this is encouraged. In this case of a combined recital the opportunity to include duets or other chamber music should be included.

Level D Requirements

Satisfactory performance in junior recital

Private instructor's recommendation, based on assessment of the student's ability to continue to undertake the extra independent work described above.

If accepted into Level D, the student can expect ten (10) 55-minute lessons as well as ten (10) mentoring sessions, see above.

In the first semester of the senior year the student will undertake:

- **D-level Jury**
Five (5) pieces to be included in upcoming recital. Judges will choose up to three (3) pieces to hear that day

If this jury is deemed satisfactory the student may continue to prepare for the senior year second semester, which will require:

- **Senior Recital**

A full recital, with piano. Guest artists may be invited to participate.

NOTE: The recitals will be evaluated by a jury consisting of the private instructor, the Chair of the Music Department or a designate, and another member of the music faculty.

CHAMBER ENSEMBLE PROGRAM (MUS 20)

Chamber Ensemble Program (MUS 20) presents recitals during the last three weeks of each semester. In addition, MUS 20 presentations offering outstanding professional players and other musical figures are held monthly. These presentations take place on Friday afternoons at 2:55 in the Concert Hall, 142 Monroe, or in Room 010, NAB. Students may enroll in MUS 20 either for credit (0.5) or zero credit. In some degree programs, enrollment without credit for a specified number of semesters is required. Students wishing to enroll without credit to fulfill a degree requirement must complete an *Unregistered Participation Form* in the Music Office before they will be permitted to participate in any ensembles. All students, whether registered for credit or zero credit, must complete the same requirements (i.e., attendance at meetings, lectures, concerts, etc.) as those expected of students enrolled for credit.

NOTE: Attendance at MUS 20 recitals is mandatory for all Music Majors.

HONORS RECITALS

Honors and Endowed Recitals feature students who have been selected by the music faculty for special honors as performers. These annual concerts are:

- The Dorothy Hoag Concert
- The William Lawrence Concert
- The Rhoda Pinsley Levin Award Recital
- The William Rosencrans Endowed Award Recital

The Music Department will schedule Honors and Endowed concerts prior to each academic year. Students will have received notice of their awards at the Annual Awards Dinner and will be notified of the concert dates at the start of the fall semester.

Honors students and their teachers will prepare program materials as needed following the procedures as shown above.

Student Recital Checklist

Hofstra University Music Department

STEP 1. Contact the Associate Chair at least FOUR MONTHS prior to your recital to:

- choose a date
- choose a time
- choose a location

Associate Chair, Dr. Philip Stoecker, NAB 101C, (516) 463-7227, muspss@hofstra.edu

STEP 2.

- Organize collaborating artists (accompanists, guest artists, ensemble participants, etc.)
- Set a rehearsal schedule

STEP 3. Contact the Associate Chair a least THREE WEEKS before the recital date to:

- have your program approved; if approved, please e-mail your recital program (Microsoft Word)
- organize any recording you may want
- organize your publicity for the recital

STEP 4. Contact the Stage Crew Manager a least TWO WEEKS before the recital date to organize:

- the set-up crew (ushers, stage hands, etc.)
- equipment needs (stands, chairs, piano, misc. instruments, electronics, etc.)

♪ Final Thoughts ♪

It's time to start acting like the artist you are aspiring to be. Take the planning and organization of this recital very seriously so you can relax and concentrate on the MUSIC the day of the performance. The better prepared you are, the more you will enjoy and convey your artistry to the audience. It starts months (if not years!) before the recital.

Go practice and good luck!