

## MUSIC STUDENT RECITAL

### MUSIC RECITAL INFORMATION PACKET

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#### RECITAL CHECKLIST

1. **Get approval to do your recital** from your applied music instructor to be certain that the repertoire you have selected is appropriate to your level of study and to the type of recital you will be performing.

Your applied instructor must agree that you are ready to perform the appropriate recital.

2. Request a permit and **enroll in the appropriate recital course:**

- BA Recital (20 minutes) – MUS 4410
- BM Junior Recital (30 minutes) – MUS 3400
- BM Senior Recital (50 minutes) – MUS 4400
- MM Recital (55 minutes) – MUS 5995

3. Request a permit and **enroll in applied lessons** for the semester in which you will be presenting your hearing and recital.

4. **Contact the staff accompanist**, if an accompanist is needed, to coordinate rehearsal, hearing, and recital dates and times.

5. **Name your committee.**

- Your committee must consist of your current applied instructor plus two other faculty members.
- At least one committee member must be a full-time faculty.
- Each committee member must sign the **Recital Committee Form** and the student must email the completed form to [music@calstatela.edu](mailto:music@calstatela.edu).

#### **[Recital Committee Form](#)**

This hyperlink takes you to the AdobeSign WebForm version.

6. **Schedule your hearing date and your recital date.** For all recitals presented on campus, complete form **ALP-112 Recital Request Form.**

#### **[Student Recital Request Form – ALP-112](#)**

This hyperlink takes you to the AdobeSign WebForm version.

Hard copy versions are available outside TA 110, and digital versions are available online, but the AdobeSign WebForm version is preferred.

- Most recitals are performed in the Music Hall concert hall (TA 116).
- Most hearings are presented in other classrooms or faculty offices.
- ***Any exceptions require Department Chair approval.***

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- Junior Recitals are usually scheduled on Friday of the 12<sup>th</sup> week of the semester, between the hours of 10am-5pm.
- BM Senior and MM Recitals are usually evening events scheduled during semester weeks 11, 12, 13 and 14.
- Any requests for alternate recital dates and times will need Department Chair approval.
- You should request a recital date in anticipation of passing your hearing.
- Recital time slots can fill up quickly.
- Your committee members must be available for both the hearing and the recital.

### 7. **Perform your recital hearing.**

Be prepared to perform your entire recital with all of the performers who will participate in your recital.

You must bring the following materials to your hearing:

- Three **Recital Hearing Adjudication Forms**, one for each committee member. You may generate these electronically with this AdobeSign WebForm Link:

[Recital Hearing Adjudication Form](#)

- Three copies (one for each committee member) of your camera-ready program (please email [music@calstatela.edu](mailto:music@calstatela.edu) for a program template) in performance order with translations as needed.
- All of the performers (no substitutions).
- The committee will complete **Recital Hearing Adjudication Forms** at the hearing.
- The student will generate a new AdobeSign document using the previously completed **Recital Committee Form**, adding the appropriate approval/pass signatures/initials and for the three committee members and the Area Coordinator.
- Students will not be allowed to perform an official recital without these completed documents.
  - **Recital Committee Form** with one area coordinator approval and six committee member signatures/initials.
  - Three completed **Recital Hearing Adjudication Forms**.

### 8. **After passing your hearing,** you may distribute promotional materials such as flyers and posters in designated areas.

Posting is not allowed on glass doors or on interior or exterior walls of buildings.

Posting is not allowed in restroom stalls.

### 9. **Schedule rehearsals in the performance venue.**

You may schedule up to three (3) ninety-minute rehearsal blocks in the Music Hall, Band Room or Choir Room.

Schedule with your applied instructor and musical collaborators.

Contact A&L Productions in TA 204, 323-343-4133, [pts@calstatela.edu](mailto:pts@calstatela.edu) to schedule rehearsal time.

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10. **Edit and print your program.**

Have your applied instructor and the department chair proofread your program (and translations).

Programs must be approved by the Department of Music office prior to printing and distribution.

Print and deliver programs to the house manager on the day of your recital.

11. **Present your recital.**

12. **Additional Notes:**

- You do not have to do a jury in the semester that you perform your recital.
- Recitals are formal. Please dress and behave appropriately.
- Encores are not allowed.
- This process should begin at least two semesters prior to your recital.
- All recitals are recorded (audio only, stereo mix to CD or other digital format) for archival purposes.
- You will receive one copy of the archival recording typically available within one week after your recital. Coordinate pickup or electronic delivery with Rico Garcia, TA 201, [Rico.Garcia105@calstatela.edu](mailto:Rico.Garcia105@calstatela.edu).

**RECITAL COMMITTEE FORM**

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<b>Student Name</b> _____	<b>CIN</b> _____	<b>Term/Year</b> _____
<b>Recital Instrument</b> _____		
<b>Applied Teacher</b> _____		
<b>Recital Type</b>	<input type="checkbox"/> MUS 4410 – BA Recital	<input type="checkbox"/> MUS 3400 – Junior Recital
	<input type="checkbox"/> MUS 4400 – Senior Recital	<input type="checkbox"/> MUS 5995 – Graduate Recital

*(Please initial only at each step)*

	Committee Agreement	Hearing PASS
<i>Committee Member #1</i>	<i>Initial</i>	<i>Initial</i>
<i>Committee Member #2</i>	<i>Initial</i>	<i>Initial</i>
<i>Committee Member #3</i>	<i>Initial</i>	<i>Initial</i>

\_\_\_\_\_  
*Area Coordinator Signature\**

\_\_\_\_\_  
*Area Coordinator Name*

*(\*to be signed at the completion of the hearing)*



## MUSIC STUDENT RECITAL

### ADDITIONAL INSTRUCTIONS FOR COMPLETING ALP-112 – MUSIC STUDENT RECITAL REQUEST FORM

#### [Student Recital Request Form – ALP-112](#)

This hyperlink takes you to the AdobeSign WebForm version.

Hard copy versions are available outside TA 110, and digital versions are available online, but the AdobeSign WebForm version is preferred.

1. Complete **both sides** of the ALP-112 form as completely as possible. Provide as much detail on the makeup of your ensemble(s) as possible. If you have multiple ensembles, please provide instrumentation breakdowns of each. You may attach additional pages and setup charts.
2. Please review the restrictions on the bottom of the second page. Please plan your presentation around these safety limitations. All receptions with food or drink should be held in the Music Building courtyard. No food and drink are allowed in any of the performance venues.
3. If you are requesting alternate dates/times for your recital, please list up to three dates in order of preference. **Requests that require Department Chair approval** will be forwarded to the chair after they are received and reviewed by A&L Productions.
4. **Sign and date the form** where it says “Student Signature” (*AdobeSign version preferred.*) **Have your applied music instructor sign and date** the form at the bottom of page one, where it says “Faculty Signature” (*AdobeSign version preferred.*)
5. **Turn in your ALP-112 form to the College Technical Director**, located at the A&L Productions Office in TA 204.
  - Using the AdobeSign WebForm link above will automatically deliver it to the College Technical Director when all required fields and all signatures are complete.
  - Fax at 323-343-5565 or email to [pts@calstatela.edu](mailto:pts@calstatela.edu) are also acceptable.
  - A&L Productions will review your request.
  - If needed, the College Technical Director may contact you regarding technical requirements and requests for additional clarification.
  - A walkthrough of the facility may also be scheduled if needed.
6. You will receive an email when your recital date is confirmed.
7. Hearing dates will be scheduled after the recital date is confirmed

Additional information is available on the web at <https://www.calstatela.edu/al/al-productions-forms>

# MUSIC STUDENT RECITAL

## MUSIC STUDENT RECITAL REQUEST FORM

Form ALP-112

**California State University, Los Angeles**  
**College of Arts and Letters – A&L Productions**

date received: \_\_\_\_\_  
 received by: \_\_\_\_\_

<b>Student Name</b> _____	<b>Recital Instrument</b> _____
<b>Address</b> _____	
<b>City</b> _____	<b>State</b> _____ <b>Zip Code</b> _____
<b>Phone</b> _____	<b>FAX</b> _____ <b>Cell Phone</b> _____
<b>Email</b> _____	
<input type="checkbox"/> BM Junior <input type="checkbox"/> BA Recital <input type="checkbox"/> BA Project <input type="checkbox"/> BM Senior (Music Ed) <input type="checkbox"/> BM Senior (Performance) <input type="checkbox"/> MA Recital <input type="checkbox"/> MA Project <input type="checkbox"/> MM Recital <input type="checkbox"/> Other: _____	

**Briefly describe your recital (number of groups, instruments, vocalists, performers, etc.):** \_\_\_\_\_

**Total number of vocalists on stage at once:** \_\_\_\_\_ **Total recital length:** \_\_\_\_\_

**Accompanist name:** \_\_\_\_\_ **Music Hall piano request:**  Yamaha     Steinway

**Which A&L facility/venue are you requesting? (check all that apply)**

- Music Hall                     
  State Playhouse                     
  Choir Room (MUS 149)                     
  Band Room (MUS 150)  
 Other \_\_\_\_\_

All student recitals will have an archival **audio-only** recording made of the performance when presented on campus in one of the standard recital facilities. Would you like a copy of the audio recording?     Yes                       No

If you would like to request an alternate evening or weekend recital date, please list at least **two choices** below.

– Also use the blank spaces to request rehearsal times or an alternate hearing time in a venue.

– *Most rehearsals and hearings take place in practice rooms or faculty offices. Exceptions require Chair approval.*

**All alternative and weekend dates require Music Chair approval.**

	DATE (s)		ARRIVAL TIME	SHOWTIME	END TIME	Music Chair Approval
Recital		FIRST Choice				
Recital		SECOND Choice				

As per Music guidelines, all student recital requests must be submitted by the end of the first week of the quarter.  
 A&L Productions reserves the right to refuse to consider requests submitted without a minimum 3-week lead time.

Student Signature	Date	PAFC Hold	TD Review
Music Chair Signature (when required)	Date	A&L Dean Approval (when required)	

**Applied Faculty Adviser:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Applied Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\* Please submit this form **at least 3 weeks prior to your activity** to the A&L Productions in the Theatre Arts building, TA 204. Alternately mail, email, fax, or DocuSign this application with any supporting documents to:

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How many people will attend your event? \_\_\_\_\_

Will you be holding a reception outside the theatre?  Yes  No

If yes,  pre-event reception or  post-event reception **Location:** \_\_\_\_\_

If your event involves live music bands, orchestras, or combos, please provide a detailed breakdown of the instrumentation and set-up requirements for each (*include an attachment if necessary*): \_\_\_\_\_

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Please describe any musical instruments, computers, furniture, props, or equipment that you plan to bring into the space. (*Subject to approval of A&L Productions TD*): \_\_\_\_\_

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Stage, set and setup floorplans attached?:  Yes  No

Please describe any technical needs (*i.e. projector, microphones, piano(s), podium, chairs, tables, music stands*) or equipment that you may need to use for your event and would expect A&L Productions to provide:

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Will you need dressing rooms?  Yes  No

**RESTRICTIONS:**  I have read the restrictions below and agree to abide by them.  Yes  No

**No food and drinks shall be allowed in the auditorium, on the stage, or in the lobbies.**

**Open flame (candles, cigarettes, cigars, prop guns, incense/smudging) is not allowed.**

**Special effects such as fog, smoke effects, open flame and pyrotechnics are prohibited.**

**Scenic elements will need additional approval of the A&L Productions Technical Director.**

**Overhead scenery and rigging are prohibited.**

**No screws or lag bolts into the floor will be allowed.**

**No taping to the floors, walls, or other surfaces with masking tape.**

**The capacity of the Music Hall stage performance area is limited to 49 persons.**