



PERFORMING ARTS RECITAL AND CONCERT POLICIES AND PROCEDURES

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I. Recitals

a. Recital Types

i. Studio/Workshop Performance:

A recital performance scheduled by the student's applied music instructor that includes other students from the applied music instructor's studio. These performances typically take place during the weekly Repertoire, Studio, or Workshop hours scheduled by each instructor.

ii. Degree Recital Series - Degree Recital

A recital performance scheduled by the student in coordination with their applied music instructor that acts as public verification of level 300 competency (junior level) or level 400 competency (senior level).

iii. Student Recital Series – Ad Hoc Recital

A recital performance scheduled by the student that does not qualify as a Noon Recital, Studio Recital, or Degree Recital. Ad Hoc and Ensemble recitals do not count towards a fulfillment of the recital requirement but are a valuable part of the student's development as a musician.

b. Recital Requirements

i. Performance Requirements

For a student to advance in level, the following minimum performance requirements must be fulfilled. Failure to fulfill these requirements will result in a delay of graduation until all recital requirements are completed. General Music majors do not progress beyond level 200 without a successful audition for the Music Education or Music Performance options.

1. Level 100 – at least one performance during a studio/repertoire workshop
2. Level 200 – At least two performances during a studio/repertoire workshop
3. Level 300 – One Junior Recital (Student Recital Series)
4. Level 400 – One Senior Recital (Senior Recital Series)

Please note that the amount of participation required by students in weekly Studio/Repertoire Workshops it is up to individual instructors and may vary from what is listed above.

c. Recital Scheduling

All events in the Marvin Laser Recital Hall, the University Theatre, or the Edison Theatre must be scheduled through Steven Humenski (Theatre & Production Manager).

i. All Recitals

Each semester there will be a meeting regarding recitals in the recital hall. If you wish to have a recital that semester (scheduled the second week of classes), attendance is mandatory. Scheduling for each semester should be done as close to the beginning of each semester as possible.

ii. Studio/Workshop Recitals

Studio/Workshop Recitals are scheduled by applied music faculty, again attendance at the recital meeting during the second week of school is mandatory.

iii. Senior Recital Series and Student Recital Series

Degree recitals are scheduled by students in consultation with their applied music instructor according to the Degree Recital scheduling guidelines. Students planning a Degree Recital must follow the following steps

1. Register for MUS 493 (Recital) the semester before and the semester of the recital.
2. Weekday recitals are at 8pm. Weekend recitals are at 2pm or 6pm.
3. Once a date agreed upon by the student and their instructor, as well as two backup dates; please go to <https://www.csudh.edu/performing-arts/rental/on-campus-facility-use/> and submit a "recital request form".
4. Your recital date will be confirmed by the Theatre Manager via email. Once it is confirmed, it will be posted on the Performing Arts page, EMS Calendar, and included in the Senior Recital Series or Student Recital Series.



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5. You will have access to the recital hall 2 hours prior to your recital as well.
6. The program is to be typed by the student using the Senior Recital Template or Student Recital Template (available on the Department of Music website and the Theatre Manager). The applied instructor must approve the program and formatting.
7. Final program must be presented to the Senior Recital Coordinator for final approval – in hardcopy – no fewer than 5 weeks before the recital performance. If corrections are needed, the student must make them and return a corrected hardcopy within 48 hours to the Senior Recital Coordinator. Once approval is granted, the student may proceed in making no fewer than 50 copies for the performance. This print-ready, final copy of the program must also be presented to the Pre-Recital Hearing Jury Panel at the hearing.
8. Three copies of the final printed program must be given to the Music Department Administrative Assistant to be placed in the student's permanent file.

d. Degree Recitals and The Senior Project

Degree recitals are required for Performance majors and are an option for Music Education majors. Students enrolled in the Music Education option should discuss all possibilities with their private instructors. Requirements for Junior Recitals and Senior Recitals are as follows:

- i. A student must have achieved the appropriate proficiency level (300 for Junior Recitals, 400 for Senior Recitals) before s/he may schedule a Degree Recital
- ii. The student will perform a pre-recital of the entire program before a faculty committee approximately 4-5 weeks prior to the date of the recital to ensure adequate preparation. The student will be notified of the date and time of the pre-recital once the Degree Recital is scheduled. The pre-recital jury must include the student's private instructor and at least one member of the full-time faculty along with an additional
- iii. A print-ready copy of the Degree Recital program must be presented to each member of the faculty jury. The faculty jury will not sign the pre-recital form unless the program is ready to go to print. The current printed program template can be found on the Department of Music website.
- iv. A student will pass the pre-recital if a simple majority of adjudicators agree, as well as the student's private instructor, that the performance is acceptable. The successful student will be notified within one week of the jury date, and the Degree Recital date will be officially confirmed.
If a faculty member is serving as an accompanist for the pre-recital, they will not be allowed to vote on the hearing outcome. Staff accompanists are also excluded from voting.
- v. A student will pass the pre-recital if a simple majority of adjudicators agree, as well as the student's private instructor, that the performance is acceptable. The student will be notified within one week of a failed pre-recital. If a student fails the pre-recital, they may request a second pre-recital to be presented no later than two weeks before the recital date. A student who fails a second pre-recital will have their recital cancelled. They will then need to reschedule the recital for the semester following the originally scheduled recital date. A rescheduled recital may not take place in the same semester as the originally scheduled recital.



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vi. Length Requirements

1. Junior Level

The junior (300) level requirements may be met by one solo performance of at least 25 minutes. These requirements must be met in order for students to progress to level 400. Repertoire will be chosen in consultation with the student's applied music instructor. Students performing Junior Recitals are encouraged to schedule their recital with another student also presenting a Junior Recital, thus creating one standard length performance.

2. Senior Level

A senior (400) level recital must take place prior to the successful conclusion of Applied Music study at the 400 level and should include a minimum of 45 minutes of music on the student's major instrument. Repertoire will be chosen in consultation with the student's applied music instructor. Performances on secondary instruments are not acceptable.

3. The Senior Project (MUS 499)

A Senior Project is required for General Music majors and is an option in lieu of a Senior Recital for Music Education majors. In consultation with a Music faculty member, the student undertakes a major project, which may be one of the following:

- original research and thesis on a given music history or theoretical topic.
- A creative project such as an original composition or a full recital with supporting scholarly program notes.

vii. Accompanists / Collaborative Pianists

It is the responsibility of the student to arrange for a piano accompanist for all performances. If music being performed for a pre-recital requires an accompanist, an accompanist must be present for the pre-recital.

Failure to follow the above guidelines will result in cancellation of the Degree Recital and a failing grade for Applied Music study for the semester in which the recital has been scheduled, and the process must begin again.

viii. Senior Recital Series & Student Recital Series Program Guidelines and Formatting

Public opinion of the Department of Music results from many elements including the performances of and interactions with our faculty, staff and students, achievements of our graduates, curricular breadth and depth, and many more. One of the most important is how our message is communicated throughout the University and beyond. Consistent, high quality content, form, and presentation in all public documents, from individual correspondence to concert programs, are essential to creating the best professional image.

Printed concert programs are among the department's most important credentials. They are the most widely distributed means of communication between the Department of Music and its various constituencies. Additionally, the programs are legal documents providing evidence of student compliance with institutional degree requirements and regional and national accreditation standards. Moreover, by contractual agreement, the Department of Music is required to annually send copies of all concert and recital programs aligned with CSUDH's instructional mission to ASCAP, BMI and SESAC as evidence of conformity with licensing agreements.

Therefore, it is essential that CSUDH concert programs adhere to a consistent professional standard and format for all performances. Furthermore, the production of programs must be cost-effective and aligned with available Department of Music Office staff support.

All Department of Music concert programs must be produced in the same manner and adhere to a recognizable, high-branding standard. All performances, including sponsored faculty recitals, guest artist recitals, faculty-led student ensembles, and all student recitals must adhere to the following guidelines.



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Program Guidelines

The following procedures are intended to assist all in producing effective and professional concert programs. Please read completely and follow the step-by-step guidelines.

Student Recitals

The recital program template includes:

- Type of recital (Junior, Senior)
- Name of Performer and Instrument/Voice Classification
- Names of other performers and their instruments/classifications
- Day, date, time and location of the recital
- Composition *complete* title(s) and movements in the order in which they will be performed. For example: *Sonata in G Minor, BWV 1020* is correct
- rather than: *Sonata*.
- Composer name(s)
- Composer(s) dates; if deceased, give life years; if living, give birth year (1685-1750)
- (b. 1964)
- Instructor's Name
- XXX is a student of Dr. Hye Beephlat.
- "All-Steinway School" logo
- No student biographies are necessary.
- Degree objective:

Following is the degree objective statement and a list of the degrees from which to choose.

NOTE: These are the only accredited degrees offered by the Department of Music. No other degree is to appear in the degree objective statement.

*This performance is in partial fulfillment of the requirements for the degree
Bachelor of Arts in Music*

Bachelor of Arts in Music Education

Bachelor of Arts in Performance

1. Each recitalist is responsible for creating, drafting, proofreading, and printing their own program and notes. The student's private instructor must review, sign, and date a hard copy of the final program, notes, texts, and translations before these materials may be submitted to the Recital Coordinator for final approval and printing. Three (3) final copies must be kept in the student's file.
2. Once final approval is received, students should send an e-mail to the Recital Coordinator containing an attachment of the finalized program and translations.
3. Students should print at least fifty-five (55) copies of all degree recital programs.
4. Five (3) copies of the printed program will be retained by the Department of Music for ASCAP/BMI/SESAC licensing documentation and archival purposes. Two (2) copies will be retained by the applied instructor.
5. The recitalist is responsible for preparing copy-ready program notes, translations, and texts, as described above. Program notes and text translations are required as they are expected in all professional performances.
6. Appreciations and other personal content *may* be included at the end of all the required printed materials. If necessary and appropriate, such statements may be instead delivered from the stage.



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ix. Faculty, Guest Recitals, & Ensemble Programs

Faculty and guest recitals, and ensemble program materials are to be submitted to the Recital Coordinator according to the format, and procedures outlined above.

1. A hard copy of the finalized program draft must be delivered to the Department of Music Office *no later than two (2) weeks before the scheduled performance*.
1. In addition, send an e-mail to both the Recital Coordinator (dnoyce@csudh.edu) *and* the Department of Music Support Coordinator, (mwilcox@csudh.edu), containing an attachment of the finalized program draft and program notes, texts, and translations.
2. Faculty and guest artist bios (200 word limit), conductor bios (200 word limit), and ensemble rosters must be part of the final program.
3. Deviation from these guidelines and procedures will be considered for invited performances at regional, national and international conferences and conventions, festivals, annual meetings, and other special events.

Contact Information:

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