

# NAZARETH COLLEGE DEPARTMENT OF MUSIC

## STUDENT RECITAL MANUAL 2011-2012

### RECITAL SCHEDULING GUIDELINES

#### Submission of Intent to Perform

- Honors Recitals — to Dr. Smoker, posted sign-up sheet, 1 month before auditions
- Performance Qualifying Recitals — faculty to Area Coordinator
- Senior Recitals — faculty response to Beverly Smoker; student sign-up at Jan. Senior meeting
- Faculty Recitals — response to email from Department Secretary

#### Submitting Music

- Studio Recitals — to assigned studio accompanist by due-date
- Performance Qualifying Recitals — to studio accompanist 6 weeks before recital
- Honors Recitals — to studio accompanist 4 weeks before audition
- Required Senior Half Recital— to studio accompanist 6 weeks before recital
- Full Senior Recital — to studio accompanist 4 weeks before audition

#### Audition Procedures

- Honors Recitals — Discuss with applied teacher, sign-up, submit music to accompanist, (1 month prior to auditions)  
Download and submit form to Performance Committee (2 weeks prior to auditions)
- Full Senior Recitals — Discuss with applied teacher, sign-up, submit music to accompanist, (1 month prior to auditions)  
Download and submit form to Performance Committee (2 weeks prior to auditions)

#### Securing the Recital Date and Performance Space

- Studio Recitals — faculty respond to email from Department Secretary; recital dates and spaces will be booked by Department Secretary; recital times, dates, location, accompanist, and music due dates will be emailed to faculty who will share information with their students.
- Honors Recitals — group meeting, first Tuesday of Spring semester
- Performance Qualifying Recitals — student schedules with Department Secretary on reserved Qualifying Recital Day
- Senior Recitals — group meeting, first Tuesday following Feb. auditions

- Faculty recitals — done by Department Secretary in response to Recital Request Form submitted by faculty

### Submitting the Program

- Studio recitals — students submit information to faculty coordinator (3 weeks prior to recital); faculty assembles and formats program, sends to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) (2 weeks prior to recital)
- Honors recitals — faculty proofs program; student submits to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) (2 weeks prior to recital)
- Performance qualifying recitals — faculty proofs program; student submits to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) (2 weeks prior to recital)
- Senior recitals — faculty proofs program; student submits to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) (2 weeks prior to recital)
- Faculty recitals — faculty sends program to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) (2 weeks prior to recital)

### Securing Stage Managers and Recordings

Arranged by Nancy Strelau & Dana Harissis

List of recital dates and stage crew assignments are posted outside of office A1A. Any questions, verification or conflicts please e-mail Josh Forget (Wilmot Team Coordinator) at [jforget1@naz.edu](mailto:jforget1@naz.edu). The Wilmot Team will offer stage crew for the following:

- Studio recitals
- Honors recitals
- Performance qualifying recitals —(Student emails request and recital time/date to Nancy Strelau)
- Senior recitals
- Faculty recitals

### Evaluation

- Studio recitals — no formal evaluation
- Honors recitals — no formal evaluation
- Performance qualifying recitals — 2 person faculty committee including one Full-time; committee selected by applied teacher in conjunction with area head
- Senior recitals —2 person faculty committee including one Full-time

### STUDENT RECITAL TIMELINE

- Beginning of the semester
- Discuss repertoire and recital goals with applied teacher

One month before recital auditions (if required):

- Sign up for audition
- Submit music to assigned studio accompanist

Six Weeks Qualifying and Half Senior recitals;

- Submit music to assigned studio accompanist

One month before Studio Recitals

- Submit music to assigned studio accompanist

Three weeks before recital

- Finalize rehearsal schedule with accompanist
- Studio recitals: submit program information to faculty studio recital coordinator
- Schedule recital hall rehearsal times with Department Secretary –Liliana Palumbo at [lpirill8@zimbra.naz.edu](mailto:lpirill8@zimbra.naz.edu).
- Two weeks before recital submit program to applied teacher for approval; submit approved program to Lindsey Doyle at [ldoyle0@naz.edu](mailto:ldoyle0@naz.edu) for printing and duplication.

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### **Rehearsal Time with Staff Collaborative Pianists**

- Studio recitals:
  - Vocalists -- normal studio classes plus up to .5-hour rehearsal
  - Instrumentalists -- up to 1-hour rehearsal
- Half recital: up to 3 rehearsals
- Full recital: up to 4 rehearsals
- Vocal Juries: rehearsal in studio class. 1/2 Hour Rehearsal