

RECITALIST RESPONSIBILITIES

GENERAL INFORMATION

Program Length:

Plan your recital program with counsel of your applied teacher. "Half recitals" are to be no longer than TWENTY-FIVE minutes; "whole recitals" no longer than FIFTY minutes. These times are gauged from the moment the recitalist steps on the stage until the last time he/she exits the stage. This includes time for the tuning of any auxiliary instruments, moving and rearranging the stage set-up, applause and successive bows, as well as time spent off-stage between groups or pieces. This rule will be herewith strictly enforced. Exact timings of pieces as well as auxiliary time must be accurately reflected on the attached **RECITAL PREPARATION FORM** in the space where "length of recital" is requested. If timings exceed these guidelines, the recitalist and the applied teacher should make the appropriate cuts to bring the recital within the stated guidelines.

Use of Other Instruments:

Be sure to indicate on the RECITAL PREPARATION FORM if you plan to use *any* instruments or equipment, especially instruments or equipment not normally housed in the room. Arrangements must be made to return instruments and equipment to the proper place by the time the building closes on the day of the recital. (This includes the pulpit furniture in Alumni Chapel.) **Any necessary clean-up not done by the recitalist will be billed to his/her Seminary account.**

Use of Harpsichord:

The SCM secretary **MUST BE NOTIFIED** when the harpsichord needs to be moved. If you are using the Kingston Harpsichord you must make arrangements with the organ/harpsichord professor.

Piano and Harpsichord Tuning:

Notify the SCM Office if piano and/or harpsichord need to be tuned.

Accompanist:

Payment for public and jury recitals will be made according to the following scale:

\$20.00 for a 15-minute recital

\$35.00 for a 30-minute recital

\$50.00 for a one-hour recital

The accompanist for master's degree (performance) and doctoral degree recitals must be approved by the student's major applied music professor. **Keep in mind that these fees are not charged to your Seminary account.**

Receptions:

If you would like to have a private reception, please contact the SCM office for details.

TIME SCHEDULE FOR RECITAL PREPARATION

When you confirm the date of your recital, please let the SCM secretary know if you would like Audio and/or Video recording. If you wait too long, there is a possibility the request may not be met.

6 WEEKS Submit program order and notes to your professor and finalize your program.

Conducting students may reserve, through the SCM Office, rooms for rehearsal (2 hours/week). You may have only two (2) hours per day in the recital hall prior to your recital.

4 WEEKS Submit the three (3) forms attached to the back of this packet to the SCM Secretary:

*Recital Preparation Form

*Recording Information Form (Audio and Video)

The recitalist can secure rehearsal time in Heeren Hall or Alumni Chapel. Students who have an upcoming recital may start practicing **three weeks** before the recital in the recital hall. You may have no more than two (2) hours per day in the recital venue prior to your recital. ***You must reserve practice time with the SCM Secretary to assure there are no conflicts with the recital venue.***

2 WEEKS Submit completed program in a Word Doc to SCM secretary (see Recital Program Guidelines for correct formatting). You will be notified by the SCM Secretary when to pick up your recital proof. You and your professor must proofread the program, making corrections in red ink. **Return the proof to the SCM Secretary no later than 2 weeks prior to your recital to ensure your program will be printed on time.**

HOW TO PREPARE YOUR RECITAL PROGRAM

Cover Page:

There is a standard format for the cover page (if you would like examples please contact SCM secretary). If more than four performers are to be listed on your cover page, consult the SCM Office **BEFORE** you submit your program. The cover page and program page should be as close to its final form as possible, in both content and format, when you submit it to the SCM Office.

Be sure to include the following statement on your recital program after the Program Order:

This recital is presented in partial fulfillment of the requirements for the degree Master of Church Music (or Master of Music, Master of Divinity in Church Music, Doctor of Musical Arts, or Doctor of Music Ministry).

or

This program is presented in partial fulfillment of the requirements for the degree Master of Church Music with a second major in Vocal Performance.

or

This recital is presented in partial fulfillment of the requirements for the degree Bachelor's of Science in Biblical Studies, Music Ministry Major

Program Notes and Translations:

You have two options for preparing the rest of your program for photocopying:

- a. You may type it yourself and have it printed at your place of choice.
- b. The SCM secretary will prepare it and send it to Fifth and Broadway.

(Your student account will be charged for the cost of the programs)

If you would like the SCM Secretary to prepare your program, you must submit an electronic Word Doc containing the program, in **exact** form and initialed by your professor, to SCM Office for typesetting **NO LATER THAN 2 WEEKS PRIOR TO YOUR RECITAL.**

Please adhere to these guidelines:

1. Save your program as a **WORD file**
2. Use the **English version of WORD** only.
3. Turn in a typed copy of the program and notes **NO LATER THAN 2 WEEKS PRIOR TO YOUR RECITAL!**
5. If your program includes titles with special characters such as [é ê ã ä] **please include** them if you are using *Microsoft Word* by going to "Insert", "Symbol". This will save the SCM secretary time so you can get a proof back sooner. If you are using *Macintosh*, **do not** type them into your program, but indicate them on the printed copy in red ink so they will be easily noticed.
6. **DO NOT** use footnotes as reference. Please indicate reference with parenthesis, author, and page number, (*Author, Page #*), at the end of the sentence or paragraph.
7. Be sure to keep a backup copy on disk.

Proofing your program:

The SCM secretary will contact your applied teacher and they will need to proof a copy of your recital program **one week before** it is sent to Fifth and Broadway. This last proofreading is reserved for very minor changes, misspellings, and typos. **Indicate any needed changes on the copy in red ink.**

After you have indicated necessary corrections on the first draft, return it to the SCM Office. It will then be corrected and sent to Fifth and Broadway. Programs will then be sent to SCM Main Office (Cooke Hall #103), unless otherwise indicated by student.

By following these guidelines it will make the typesetting of your program go faster and we will have it ready before the day of your recital.

VIDEOTAPING MUSIC RECITALS

For the following services, please let SCM Secretary know when confirming recital date.

Recital Services:

Recitals in Heeren Hall:

Plan 1: Mounted Camera

Southern Productions will video record recitals using a stationary camera mounted in the back of Heeren Hall. The charge is \$10.00 for the first DVD. Additional copies are made available through Southern Productions for \$1.00 each.

Plan 2: Self-service

A Standard VHS camcorder or Digital Mini-DV camcorder is available from Campus Technology for students to check out to videotape their seminary recitals free of charge. This service is available on a first come, first serve basis.

The package includes a camcorder, tripod, battery and AC unit. The use of AC is recommended. The equipment may be checked out the day of the recital, and for the dress rehearsal if available. **Users will need to supply their own videotape.** Tapes are available at Campus Technology, please refer to their office for Current Price List.

All other Recital areas:

Plan 1: Self-service

A Standard VHS camcorder or Digital Mini-DV camcorder is available from Campus Technology for students to check out to videotape their seminary recitals free of charge. This service is available on a first come, first serve basis.

The package includes a camcorder, tripod, battery and AC unit. The use of AC is recommended. The equipment may be checked out the day of the recital, and for the dress rehearsal if available. **Users will need to supply their own videotape.** Tapes are available at Campus Technology, please refer to their office for Current Price List.

Plan 2: Full Service

Event Media will provide a Technician and Mini-DV digital camcorder to videotape recitals up to 60 minutes for \$25.00 or \$35.00 for 80 minutes. This service provides a camera, operator, tripod, tape, and one DVD copy. Contact Event Media for additional equipment configuration. If needed, the Technician will attend the dress rehearsal for \$10.00 per hour or portion of an hour additional to determine program, stage layout, and performer movement.

All services are “prepay” two weeks prior to the event.

Payments can be delivered to the SCM Secretary, Monday through Friday, 8:00 a.m. to 4:30 p.m.

For additional information contact SCM Secretary, 897-4115.

Forms

Please submit all forms no later than 4 weeks prior to your recital.

RECITAL PREPARATION FORM

This form must be completed, signed, and turned in at least **four** weeks before the projected date of the recital. All dates are tentative until faculty approval. Turn this form in to the SCM Office (Cooke Hall, #103) when you turn in your recital program for printing.

Name _____ I.D.# _____ Box _____

Home phone _____ Work phone _____ Recital date _____

Recital Location _____ Recital Length _____

Participants: _____

Person responsible for returning equipment and clean-up after recital:

Name _____ Phone# _____

Please indicate your preference for your program:

_____ Will type and print own program (Must be approved by your professor)

_____ Will give my program to SCM secretary for typesetting, and after it is ready, will have it proofed by my professor.

_____ Number of Programs to be printed (**Heeren Hall seats 230 persons**)
(Please note – SCM Office will need 4 copies.)

AUDIO RECORDING INFORMATION FORM
for
Recitals and Concerts

NAME: _____

E-MAIL: _____

PHONE NUMBER: _____ PROFESSOR: _____

DATE: _____ TIME: _____ LOCATION: _____

LENGTH OF THE RECITAL: _____

TYPE OF RECITAL:

MCM MDiv MA D.M.A. D.M.M

BOYCE: Junior Senior

OTHER (specify) _____

GENRE: VOCAL CHORAL CONDUCTING
 PIANO HARPSICHORD ORGAN
 INSTRUMENTAL (*specify*) _____

PLEASE GIVE DETAILS ON YOUR PERFORMANCE: _____

PLEASE LIST: NAMES OF ACCOMPNAISTS OR OTHER PERFORMERS:

****IF YOU HAVE SPECIAL REQUESTS ON STAGE SET UP, PLEASE SUBMIT A DIAGRAM****

Return this form and **\$2.00** (for audio CD) to **SCM Secretary** at least **TWO WEEKS** prior to your performance. Your Audio CD will be delivered to you through The School of Church Ministries office. For additional copies please let SCM secretary know how many to order. Each additional copy is \$1.00. (*Payments must be made when form is submitted*)

If you would like to Video record your recital, please review the "Videotaping Music Recitals" information sheet.

Return this form to: SCM Secretary
Attention: Chris Smith, Southern Productions

VIDEO RECORDING of MUSIC RECITALS

The following video recording opportunities are available.
Please finalize arrangements **six business days** prior to recital.

Self Service Video

A Standard VHS camcorder or Digital Mini-DV camcorder is available for students to check out to videotape their seminary recitals free of charge. This service is available from Campus Technology on a first come, first serve basis.

This option includes a camcorder, tripod, battery and AC unit. The equipment may be checked out the day of the recital, and for the dress rehearsal if available. **Users will need to supply their own videotape.** Tapes are available from Campus Technology. Please make arrangements for this option through Campus Technology at 897-4007.

Southern Productions will convert these to DVD for \$10.00 for the first copy. Additional copies are made available through Southern Productions for \$1.00 each.

Limited Service Video

Southern Productions will video record recitals using a tripod mounted Mini-DV digital camcorder located near the audio system. This option provides one DVD copy of a stationary camera shot. The cost for up to 60 minutes is \$15.00 or \$20.00 for 80 minutes. Additional copies are made available through Southern Productions for \$1.00 each.

Heeren Hall Video

Southern Productions will video record recitals using robotic camera mounted in the back of Heeren Hall. The charge is \$10.00 for the first DVD. Additional copies are made available through Southern Productions for \$1.00 each.

Full Service Video

Southern Productions will provide a Technician and Mini-DV digital camcorder to video record recitals up to 60 minutes for \$25.00 or \$35.00 for 80 minutes. This service provides a camera, operator, tripod, tape, and one DVD copy. A Technician may attend the dress rehearsal to determine and note program structure, stage layout, and performer movement for an additional \$10.00 per hour (or portion thereof). Additional copies are made available through Southern Productions for \$1.00 each.

For other than self-service, mark video service request above. Complete, and attach this form to your completed AUDIO RECORDING INFORMATION FORM.

Return these, with payments to the School of Church Ministries Secretary, Monday through Friday, 8:00 a.m. to 4:30 p.m..

All services are "PREPAY" SIX BUSINESS DAYS prior to the event.

Recital Date: _____ **Date Requested:** _____

Name: _____