

# Degree Recital Scheduling Guidelines

As of June 10, 2021

**Students** are responsible for working with their studio instructor and the Music Department Scheduling Committee to schedule the time and performing venue for their hearing, dress rehearsal and recital.

**Scheduling Committee/Coordinators** are: Dr. Drew Quiring (Collaborative Pianist; [dquiring@csufresno.edu](mailto:dquiring@csufresno.edu)), Dr. Shing-Ming Liao (Collaborative Pianist: [liao@mail.fresnostate.edu](mailto:liao@mail.fresnostate.edu)) José ElaGarza (Performing Arts Technician; [elagarza@csufresno.edu](mailto:elagarza@csufresno.edu)).

**Deadline** to schedule a degree recital for Fall 2021 is September 3 (Friday), 5 pm. Time and venue are finalized once the forms are signed and submitted.

## **Secure Dates:**

- Ask your studio faculty instructor to contact the coordinator via email:
  - a. Dr. Quiring for Voice and Strings (subject to change)
  - b. Dr. Liao for Woodwinds, Brass and Percussion (subject to change);
  - c. Mr. ElaGarza for Piano, Composition, Jazz, Guitar and Conducting
- Coordinate completion of forms with studio instructor.
- Required Form – all found on Department Website
  - a. Degree Recital Facility Reservation form – Completed with dates, times, signatures
  - b. Student Recital Tech Form – Listed under Tech Forms heading
  - c. Music 198 (ugrad) or Music 298 (grad) – Recital registration (class credit)They require full completion & signatures for final enrollment for course credit.
- All forms are due to the Music Office no later than 2 weeks after the Degree Recital meeting (by September 3, Friday).
- \$140 Recital fee is non-refundable and due with the submission of your recital forms.
- Additional fees may apply for extra audio/visual services. See Mr. ElaGarza for information.
- All forms are located at Department Website *Students >Forms & Links*.

**PLEASE NOTE: *No date is secure unless all steps above have been completed.*** Changes to the recital time/date will **not** be allowed. If extenuating circumstances occur, the Scheduling Committee and Department Chair **MUST** approve the changes. Extenuating circumstances will require substantiation.

## **Recital Committee:**

Students, with the approval of the studio teacher, will be responsible for creating their own recital committee. These committees must have two faculty members, one of whom is the studio teacher.

## **Pre-Recital Hearing:**

Students must present a pre-recital hearing of their entire recital program (with actual names of all performers) no later than 4 weeks in advance of the recital date. The entire recital program, typewritten and accurate timings of each composition to be performed, must be submitted to the recital committee at the pre-recital hearing for approval. If applicable, text, translations, and program notes must be submitted along with the program for the committee's approval. If not submitted at the time of the pre-recital hearing, the student may be at risk for failing at this step. Failure to pass the pre-recital hearing will disqualify the student from presenting the recital on the arranged date.

**PLEASE NOTE: Hearings are scheduled during normal school hours, 8:00 am-5:00 pm, Monday-Friday**

### **Dress Rehearsal:**

The dress rehearsal will be scheduled during school hours within a few days prior to your Recital date.

### **The Performance:**

Students in the *Performance Options* will perform a complete recital (45 - 55 minutes of music maximum on the declared performing medium with **one 5-10-minute** intermission, maximum stage length 75 minutes). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano and guitar students must perform the entire recital (100%) from memory, except by advisement of the student's teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in the *Composition Option* will present a complete recital (45 - 55 minutes of music maximum duration with **one 5-minute** intermission, maximum stage length 75 minutes) of their own original works. The specific format of the recital is flexible and will be determined by the student in consultation with the studio instructor. The recital may include not only compositions for more traditional instrumental/vocal combinations, but also works for electronic or computer-generated sound, live instruments with electronics or various other multimedia configurations.

Students in the *Music Education Option* will perform half of a recital (23 - 30 minutes of music maximum on the declared performing medium with no intermission, maximum stage length 40 minutes). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano and guitar students must perform the entire recital (100%) from memory, except by advisement of the studio teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in *Music as a Liberal Art Option* may include performance as a major component of the senior project, upon approval of their studio instructor. If performance is a major component of the senior project, MLA students must meet the same standards for recital approval as performance or music education students (see above); these include, minimally, passing of Jury II. When performance is the option length is 23-30 minutes, no intermission, maximum stage length 40 minutes.

### **Graduate Performance:**

Master students will perform a complete recital (60 - 75 minutes of music maximum on the declared performing medium with **one 5-10-minute** intermission, maximum stage length 90 minutes). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano, and guitar students must perform the entire recital (100%) from memory, except by advisement of the studio professor. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

### **Reception:**

You must schedule and pay the non-refundable \$50 fee at the time of completion of required Degree Recital Facility Reservation form, within 2 weeks after Department Recital Meeting. Completion and submission of the "*University Food Service Form*" is required.

<http://www.auxiliary.com/diningservices/catering/> The Music Department Office may provide tables upon request. Following the reception please make sure all garbage is deposited in dumpsters located behind the music building. **Serving of alcohol is prohibited and will not be permitted under any circumstance.**

### **Program Notes:**

Senior recitals may include program notes. These notes will include brief information to engage the listener in the performance of the assigned works.

### **The Music Department will help students arrange the following:**

- Scheduling facility use (for hearing, one dress rehearsal, and the performance)
- For undergraduates, the hearing needs to be a minimum of 4-weeks before recital. \*
- Dress rehearsals will be scheduled during school hours
- Technical Assistance and Recording: (House Manager, Recording Technician for performance)

*NOTE: A \$140 fee is assessed at time of booking (non-refundable)*

- One piano and tuning for performance only - *All other instruments and tunings are the student's responsibility*

*\*Composition students must consult with Dr. Froelich regarding hearing specifics.*

### **Required Student Responsibilities:**

- If the recital, hearing and dress rehearsal have not been scheduled and fee paid by end of the third week of classes, students will not be enrolled. Please check your status to make sure you are enrolled.
- You are responsible for enrolling in Music 198 or Music 298. Forms are located at the Forms and Links at the Department website under Students. Your class number and permission number will be sent by email once all the completed forms and fees have been paid.
- Collaborative Pianist: Students are responsible for contacting their respective Fresno State Collaborative Pianist, Dr. Quiring or Dr. Liao, depending on their instrument/voice. Students may perform with other pianists pending studio instructor and Fresno State Collaborative Pianist's approval. In this case, students are responsible for all charges incurred for the collaboration including rehearsals and performances.
- Any non-Fresno State performer must sign the liability form in advance. The form is available on the Music Department's web page and in the music office. Again, students are responsible for all charges incurred for the collaboration including the rehearsals and performances.
- Secure a recital committee in consultation with the studio instructor.
- Each degree recital candidate is customarily entitled to a maximum of six rehearsals including hearing and dress rehearsal with Collaborative Pianist, depending on recital length and needs. Exceptions require approval of both the Collaborative Pianist and studio instructor. The Dress Rehearsal and Recital Performance are the only time allowed in performance hall. Exceptions required Department approval.
- Flyers posting must be proofed by studio faculty and delivered to the department office two weeks prior to performance. Posters may not be larger than **8 ½" X 14"** with a maximum of 10 for department posting. Posters should include your name, instrument, date, time, location, pianist name, other musicians if applicable, music selections from composers.

- Production of programs (using standardized formatting) and vocal translations (vocal majors) are the responsibility of the student. If applicable, foreign language text and translations and/or program notes (must be submitted at the pre-recital hearing)
- Programs must be proofed and approved by the studio instructor. Students are responsible for duplication. Programs (ready for distribution) must be submitted to the house manager a minimum of 30-minutes prior to performance.
- Ensure that the performance space is left clean after each use.
- All committee members must attend hearing and recital.
- Optional: Send info and photo to Audrey Rodriguez ([aurodriguez@csufresno.edu](mailto:aurodriguez@csufresno.edu)) for lobby screen announcements, Facebook posting, and Instagram at least three weeks before the recital.

**Optional:**

- Invitations
- Stage work (if needed, students are responsible for arranging this)
- Reception (the Music Department Office will provide tables upon request). Contact <http://www.auxiliary.com/diningservices/catering/> Campus Catering for menu and information. No food or drink allowed in facility unless pre-arranged with Catering Services. Following the reception, arrange for deposit of all garbage in the dumpsters located behind the music building. **Serving of alcohol is prohibited and will not be permitted under any circumstances.**

**Check List - *Please read all the Booking Procedures, this is just a brief summary***

- Completed Jury I and Jury II
- Passed Piano Proficiency
- Contact Collaborative Pianist
- Secure your Recital Committee
- Complete Degree Recital Form with required signatures (for office)
- Complete Tech Form (for Jose)
- Complete Music 198 or Music 298 Form with required signatures (for office)
- Recital Fees Paid
- Passed Hearing; **get signature of approval on the program (the repertoire page only)**
- Passed Conducting Proficiency
- Submit flyer or poster for posting (no earlier than 2 weeks prior to recital), 10 max.
- Make programs for recital
- Stay focused, practice hard, and have an enjoyable recital

## PROGRAM COVER EXAMPLE

California State University, Fresno  
College of Arts and Humanities  
Department of Music  
Presents

ANNA D. SMITH, saxophone\*

Dr. Liao, piano  
Richard Au, flute

Wednesday, April 22, 2020  
Wahlberg Recital Hall  
8:30 p.m.

\*In partial fulfillment of the degree of **(leave only your degree program below)**  
Bachelor of Arts in Music/Master of Arts in Music

## PROGRAM EXAMPLE (INSIDE)

<b>Title of work List movements here, if appropriate hearing)</b>	<b>Composer (dates) (timing for</b>
French Suite in G Major, BWV 816 <i>Allemande</i> <i>Courante</i> <i>Sarabande</i> <i>Gavotte</i> <i>Bourrée</i>	Johann Sebastian Bach (1685-1750)
Sonata in B-flat Major, Op. 106 (“ <i>Hammerklavier</i> ”) <i>Allegro</i> <i>Scherzo: Assai vivace</i> <i>Adagio sostenuto</i> <i>Introduzione: Largo – Fuga: Allegro risoluto</i>	Ludwig van Beethoven (1770-1827)

### Intermission (if applicable)

<i>Casta Diva</i> from <i>Norma</i> Bellini	Vincenzo (1801-1835)
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Drew Quiring, piano

Gypsy Songs ( <i>Zigeunerlieder</i> ), Op. 103 I. Hey, Gypsy, pluck your strings ( <i>He, Zigeuner, greife in die Saiten</i> ) II. High-towering River Rima ( <i>Hochgetürmte Rimaflut</i> ) IV. Dear God, You Know How Often I've Been ( <i>Lieber Gott, du weißt</i> ) IX. Far and Wide, No One Looks at Me ( <i>Weit und breit schaut niemand mich an</i> )	Johannes Brahms (1833-1897) arr. Charles Schmit (b. 1990)
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Dr. Shing-Ming Liao, piano  
Tom Smith, marimba

### PLEASE NOTE:

- 1. For multiple-movement vocal pieces, listing titles in both the original language and its English translation are not required as long as the format is consistent and approved by the faculty.**
- 2. Bring this page to your hearing in order to get signatures of approval on it.**

**POSTER EXAMPLE**

California State University, Fresno

College of Arts and Humanities

Department of Music

presents

**Your Full Name Instrument Type Senior Recital**

In partial fulfillment of the degree of Bachelor of Arts in  
Music/  
Master of Arts in Music/Bachelor of Music

Dr. Drew Quiring, piano

Dr. Shing-Ming Liao, piano

Mary Sue Myer, violin

John L Cool, violin

Mariachi Espectacular

Fresno State Horn Ensemble

Music by Bach, Puccini, Hindemith

Thursday, November 15, 2021 6:30 PM

Concert Hall/Wahlberg Recital Hall

California State University, Fresno

# Sample Program Format Guidelines for Student Recital

## (Turabian Style)

1. **Headings/Footers:** Above your program listing, give your name and the names of your accompanist and other musicians performing with you, if any, along with instruments played. Follow this with the day, date, place and time of the recital. At the bottom of the program, include your degree requirement.
2. **Program Order:** Submit programs in the order of the actual performance. **For lecture recitals**, center the title/subject of the lecture at the top of the program listing.
3. **Composers:** GIVE FULL NAMES OF COMPOSERS INCLUDING ANY SPECIAL ACCENT MARKS. GIVE DATES FOR ALL COMPOSERS. For living composers indicate the year of Birth. In the case of obscure composers give as much information as possible. For spelling and dates refer to the *New Grove Dictionary* in the music library. Dates for compositions are welcome, especially for recent works, but are not required.
4. **Title Content:** List titles in standard format for the piece as defined in the *New Groves Dictionary*. Generic titles such as “Sonata” and “Concerto” should only include descriptive terminology such as “for violin and piano” when specifically indicated by the composer (not an editor).
5. **Language:** Write all generic titles in English. Keys, where applicable, should be listed in English. Give non-generic titles in the language of the composer; alternatively in the generally accepted language. In the case of languages that do not use the Roman alphabet, use an English translation. Always follow the standard rules for capitalization of the language being used. Do NOT simply copy the title from your edition of the music until you have confirmed the appropriate language. Always include any special foreign-language characters, such as accent marks or umlauts.
6. **Nicknames:** Accepted and commonly used nicknames for specific works may be included in parentheses after the generic title:

Sonata in B-flat Major, Op. 106 (“*Hammerklavier*”) **not** “Hammerklavier” sonata  
String Quartet in B Major, Op. 76, No. 4 (“*Sunrise*”) **not** “Sunrise” quartet.
7. **Catalogue Numbers:** Include Opus numbers, numbers within an Opus (Op. 56, No. 1) or other identifying commonly used catalog numbers (K. /BWV/D.). Numbers such as Sonata No. 3 or Concerto No. 5 are *not* to be included unless specified in the title by the composer (not an editor). The abbreviations Op. and No. should be capitalized. In the case of songs, include the opus number (if there is one) for larger entities such as a song cycle, but individual songs need not include opus numbers. A group of songs by Brahms and Fauré, for example, need not list the different opus numbers for each song.
8. **Key Designations:** Indicate Major and Minor keys by the appropriate capital letter followed by “Major” and “Minor” CAPITALIZED.
9. **Movements:** List all movements by the appropriate tempo indication or the title in the language used by the composer.
10. **Excerpted works:** When performing a single song or movement from a larger work, always specify the name of the larger work!! See Gounod example on reverse side
11. **Transcriptions and arrangements:** The transcriber or arranger, if any, should generally be listed under the original composer. This may vary according to specific situations.
12. **Typeface/Formatting:** Please use TABS to separate all content (pieces and composer names, movements and composer dates). All italics, underlining and quotation marks will be formatted according to standards developed by CCM’s office of Public Information in conjunction with the Scheduling Office.

**Please see the sample page for a sample program format.**



## Food Waiver Instructions

University Dining Services is the exclusive provider of food and beverages on campus. If one of our campus dining operations is unable to accommodate your order *OR* if your food/beverage is being donated, you need to submit a Food Waiver request for review and approval a minimum of 30 days prior to your event date

### **Step 1**

Go to [fresnostatedining.com](http://fresnostatedining.com) and select FORMS

### **Step 2**

Please select Food Waiver. You will notice "login required" noted next to the link. If this is your first time submitting a Food Waiver, you will need to create a username and password, your Fresno State credentials will not work

### **Step 3**

Please read the University Dining Services policies and check the box stating you understand and agree to these policies

### **Step 4**

Complete all required fields on the workflow document, including caterer/supplier information, and a complete list of all food and beverages you are requesting to bring onto campus

Please note....

- We are a Pepsi only campus. Any canned/bottled beverages must be Pepsi brand, including Aquafina water, that is the only brand allowed on campus
- You are limited to the food and beverages listed and approved on your Food Waiver, no other food or beverage can be brought into campus
- If your food/beverage is being donated, a proof of donation letter from the vendor or supplier must be included with the Food Waiver request

Once submitted, the Food Waiver request is reviewed by University Dining Services and Campus Risk Management. For the health and safety of your guests, Fresno County Department of Public Health requirements on proper food handling must be followed. The Caterer/food supplier must have a current permit with the Health Department and be in good standing

Notes may be made by either University Dining Services or Risk Management within the workflow portal. You may login to your account at any time for comments and to view status

Once the review is completed by both departments, you will receive an automated email notifying you of the approval or denial of your Food Waiver request

If you have questions, please contact the University Dining Administration Office at 559.278.3904