



DEGREE RECITAL INFORMATION

10/21/20

Please keep this information for review as you approach your recital date. Should you have any questions regarding scheduling please contact Valerie Reed, Assistant Events Manager. All technical questions should be directed to Jim Doser, UCA Technical Coordinator. Please contact your applied faculty for all other questions.



GENERAL INFORMATION

Below you will find general information for all recitals. Complete undergraduate student recital guidelines can be found in the [Student Handbook](#).

PROGRAMS: Students are responsible for preparing and printing their own programs. Approved [templates](#) for the recital program must be used and can be found on the Y Drive in the Computer Lab (G204). Applied instructors must approve the program and a PDF copy must be [uploaded](#) for record-keeping purposes.

HARPSICHORD: If a harpsichord is required you must contact Dr. Bacon two weeks before the recital to schedule tuning at joel.bacon@colostate.edu. Event Services cannot guarantee the use of the harpsichord for any rehearsals or dress rehearsals due to staff availability.

DRESS REHEARSALS: Students giving a full recital may schedule one 2-hour dress rehearsal in the recital venue; students giving a half recital may schedule one 1-hour dress. The student is responsible for making these arrangements with the applied faculty and collaborative pianist and it is the responsibility of the applied faculty to reserve the venue and provide access. Event Services staff are not assigned to dress rehearsals, but you must coordinate with Jim Doser should your recital include any media playback recital.

RECITAL SCHEDULE: Your House Manager, Stage Manager, and Audio Technician are scheduled 45 minutes (*60 minutes for percussion recitals*) prior to your recital time. Access to the performance venue will not be available prior to this time. In some cases, your access may be less than 45 minutes due to earlier recitals running late. It is important for you to start and end your recital within the allotted/scheduled time.

When you arrive for your performance allow time for a quick technical soundcheck since things might have changed slightly and you may need to adjust some audio levels for your performance.



PRE-RECORDED ACCOMPANIMENT RECOMMENDATIONS

Per Dan Goble the following is recommended based on technical challenges associated with the use of pre-recorded accompaniments:

GRIFFIN RECITALS

1. The faculty member and student should meet with Jim Doser one month prior to the dress rehearsal to discuss the repertoire and any possible technical issues that may arise.
2. During the dress rehearsal and recital, the applied instructor should be present in the Griffin control booth with Jim Doser to cue the accompaniments and, also advise on balance.

ORGAN RECITAL HALL RECITALS

1. The faculty member and student should meet with Jim Doser one month prior to the dress rehearsal to discuss the repertoire and any possible technical issues that may arise.
2. During the dress rehearsal and recital, the applied instructor should be present with the audio technician to cue the accompaniments and, also advise on balance.



AUDIO/VIDEO and RECORDINGS

Please contact Jim Doser, UCA Technical Coordinator, at james.doser@colostate.edu with any audio, video, or recital sound questions.

RECORDINGS: Recitals will be audio recorded which involves a high resolution 88.2k 24bit .wav file for archival and high-quality .mp3. Included will be a separate high-definition video that will comprise of a single camera shot. If you wish to have your recording and video file immediately, please bring at least a 16 GB USB flash thumb drive when you arrive for your performance and hand it to the audio technician to transfer the files. If you missed giving the technician a USB drive, please email james.doser@colostate.edu mentioning the date of your recital, your instrument, and your full name as it appears on your concert program. Due to limited faculty time, we will not be able to make any edits or adjustments to your media such as dividing them into individual tracks or removing any space in between your performance pieces.

RECITAL SOUND and MEDIA: If you have anything technical such as a prerecorded accompanist, pre-recorded tracks, or audio effects that will be used in your performance let Jim Doser know one month ahead of time by [email](#). We will have a quick meeting to discuss what you will need which can be done in person or over Zoom. A week before your dress rehearsal please have all extra digital media ready for him to examine. If you are having problems, please contact Jim ahead of time so he can help you find some assistance. If you need help with preparing any of your media you can schedule time in our edit bay located at G205 and, depending on availability, I can have a student or faculty help you with what you need.

ADAPTORS: You are responsible for any adapters for your computer or computer tablet system. All video will need to be able to output to a standard HDMI connection. All audio will need to be able to output to a 1/8" headphone connection. For example, if you have an iPad you may need to purchase a lightning to HDMI connection or a lightning to 1/8" headphone adapter for your device.

STREAMING: Students may not use their personal devices and/or social media accounts to stream CSU degree or non-degree recitals. This is in compliance with our BMI/ASCAP licensing agreements.



RECEPTION INFORMATION

Please confirm your reception with your Event Services staff when you arrive. Reception setup is limited to your venue access time. No refrigeration or food storage is available.

- Receptions are only allowed in the hallway outside your recital venue and are limited to 30 minutes.
- Student must remove any reception trash and will be charged if any carpet cleaning is required.
- Event Services staff will provide one folding table (*no table linen*) for use during your reception.



QUESTIONS

Please contact Valerie Reed, Assistant Events Manager, at valerie.reed@colostate.edu for any scheduling questions and Jim Doser at james.doser@colostate.edu for any technical questions. Please contact your applied faculty for all other questions.

RECITAL CANCELLATIONS

If a student cancels for any reason other than a family emergency, he/she may not reschedule that recital until the following semester. However, if the student and applied teacher believe that extenuating circumstances exist, they may petition the School of Music, Theatre and Dance's Music Advisory Council for an exception. Even with Council approval, rescheduling of the recital within the same semester will be possible only if there remains an available recital slot. If you need to cancel your recital for reasons other than health you must notify UCA Event Services.

LATE REQUESTS

Students requesting a recital date after the submission deadline must follow all policies and procedures as usual but will need to provide wide date and time options as most slots will have already been filled. UCA Event Services will make every effort to accommodate your recital request, however, if no appropriate dates are available the recital will not be scheduled.

NON-DEGREE RECITALS

CSU sponsored non-degree recitals are not permitted at the undergraduate level unless approved by the Music Advisory Council upon recommendation by the appropriate applied area. Complete information can be found in the [Student Handbook](#).