

# UNIVERSITY of HOUSTON

## KATHRINE G. McGOVERN COLLEGE OF THE ARTS

### Moores School of Music

#### Student Recital Information Packet for 2020–2021

##### Introduction

Producing recitals entails not only rehearsals for students and professors, but also scheduling of facilities, maintenance of pianos, production of programs, and promotion to the public and, in response to COVID-19, our online audiences through live streaming. The performance and attendance of recitals are important degree requirements for music students at all levels, and procedures must be followed to ensure compliance with and proper completion of these requirements.

Please read this document carefully and direct any questions to the appropriate personnel.

##### Recital Contacts

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Due to COVID-19, the Moores School of Music is implementing recital options that suit all learning style options (Face-to-Face, Remote, and HyFlex). For the 2020-2021 academic year, all recitals must be presented with a virtual component. Students should work with their instructors to determine what format to choose for their performances. The available approved formats are as follows:

- **Live Event:** Your recital will take place at Moores in a recital hall at a specified date and time. If you choose this option, please consider the following:
  - You will need to submit the Microsoft Form application to request your recital date and location. You will also need to submit program content.
  - Your event will still need to be recorded and made available for the Moores community to view. This is possible through live streaming or through simultaneously recording a video of your event to be posted online after your recital.
  - Live events in Moores venues have extremely limited audiences. At this time you are permitted to have 10 people in the audience of your recital.
  
- **Live-Streamed Event:** Your recital will be performed live from an alternative space (either an alternative recording space at Moores or a location of your choosing). If you choose this option, please consider the following:
  - Though your recital may not be taking place on campus, you will still need to submit the Microsoft Form application to request your recital date. On the Form, you should specify your intended location. If you plan to perform your recital away from campus, please choose the “No on-campus venue reservation required.” You will still submit program content.

- Your event will still need to be recorded and made available for the Moores community to view. This is possible through live streaming or through simultaneously recording a video of your event to be posted after your recital. This video should be submitted within 24 hours of your recital.
- If you use a Moores space to record, only performers will be allowed in the room. Audience members will NOT be permitted to attend the recording. For non MSM spaces, please plan ahead and check with your intended venue about audience allowances.
- **Pre-Recorded Recital:** Your recital will be recorded in advance and posted online at a specified date and time.
  - You will need to submit the Microsoft Form application to request your recital date and time. When you reach the question of your location, please choose the “No on-campus venue reservation required.” You will still submit program content.
  - Your video should be posted to a streaming platform and the link to your event should be submitted to the Recital Coordinator in advance.
- **Alternative Capstone Project:** This is a viable option under extenuating circumstances. Please consult with your applied instructor and MSM Associate Director Dr. Turner to pursue this option. You will still submit program content.

### Scheduling Basics

Student Recital applications are accepted between August 1 and October 15 (for the fall semester) and between December 1 and February 20 (for the spring semester).

Students may not present degree recitals during the summer semester.

Live Event Student recitals take place in Dudley Recital Hall, the Choral Recital Hall (MSM Room 160), and the Organ Recital Hall (only recitals incorporating organ and which have the written consent of the Director of Organ Studies). All student recitals, whether performed face-to-face or remotely, must take place (if live event or live streamed, or uploaded if pre-recorded) at one of the approved times below, without exception:

#### Monday through Friday

6:30pm

8:30pm

#### Saturday and Sunday

12:00pm

2:00pm

4:00pm

6:00pm

8:00pm

Each semester, there will be days that are unavailable for student recitals, such as university holidays and spring break. Recitals must also be completed on or before the last day of classes (\* for Fall 2020: December 4; for Spring 2021: May 3). These dates are based on the current academic calendar as of September 1, 2020 and are subject to change if the University of Houston academic calendar changes. You can find the calendar here: <http://publications.uh.edu/content.php?catoid=34&navoid=12780>

The standard Live Event recital reservation is for two hours: ½ hour to warm-up, 1 hour for performance, and ½ hour to meet the audience and exit the hall. (Example: The actual timing of a recital reservation for a 6:30 weeknight performance is from 6:00 to 8:00 pm.) Recital guests and materials must be completely clear of the recital hall and lobby at least 30 minutes before the next recital.

## Steps/Timeline for Scheduling a Recital

### 1. Confirm Recital Eligibility

Undergraduates must be current on recital attendance, and all students must have the approval of their applied instructor. Both Bachelor's and Master's students should consult with their applied instructor to choose an appropriate three-person recital committee. DMA and certificate students must have a four-person committee. All committees must be declared at least two (2) months prior to a recital.

Contact your academic advisor if you have concerns about eligibility to perform a recital or forming a recital committee. (Note: Voice area BM and MM recitals will have a committee assigned by the Voice Area Coordinator.)

### 2. Find Possible Dates

Students must consult with their applied instructor and committee members to choose three (3) possible recital date/times. Students should review the syllabi of their courses, the ensemble schedules, and the MSM concert calendar to ensure there are no major conflicts.

The MSM front desk is not responsible for checking for date availability. If, once the application is submitted, it is determined that none of the three preferred dates are available, the Recital Coordinator will be in touch to discuss alternate date options. The applied instructor should NOT sign the application at this time.

### 3. Submit Your Recital Application

Complete a recital application here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWWpk7zT2-fpEg4dfijpdralUNFBjNjZROjBWVFc2NONQRTREVVU3UVAOUS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWWpk7zT2-fpEg4dfijpdralUNFBjNjZROjBWVFc2NONQRTREVVU3UVAOUS4u)

and submit it via Microsoft Forms. Based on availability of the three potential dates, the Recital Coordinator will place one date on hold in the recital calendar. Students will receive email notification of the date put on hold for their event. From this point, the student has ten (10) working days with which to make the reservation permanent and formally book the recital.

### 4. Confirm Your Recital Reservation

When your recital attendance has been confirmed and your date is on hold, the student, collaborators, and the instructor should confirm that all event details are accurate. Once it is determined that the details are correct, the instructor should approve the recital date via email. After receiving this confirmation, the Recital Coordinator will book the recital date and list the event online on the Student Recital Calendar. Once the date is confirmed and booked, the student's account will be charged the \$50 non-refundable recital fee and the recital will be officially "on the books." If the approved application is not approved within the ten-day window, the recital reservation will be released, and the student will have to propose new dates after re-conferring with the instructor.

### 5. Prepare your program

Download the "MSM Recital Program Template"

Review the sample programs, and fill in the required information (making sure to double check composers' dates and the spellings of pieces' titles and composers' names, and the formatting of titles [italics vs quotation marks]).

If the program is approved by your instructor and you have passed your jury, submit the Microsoft Word document in Microsoft Planner for layout finalization and final edits.

The finalized document will be sent to you as a PDF, and the document will be linked with your online event listing on the Student Recitals Calendar. When you receive the finalized PDF, be sure to send it to your instructor and your recital committee. **The Moores School of Music will**

**not be printing programs for Fall 2020 events.**

6. Schedule Your Pre-Recital Jury

Students should confer with their instructor and division head about pre-recital jury procedures. At this time, the recital committee will decide if you are adequately prepared to present a recital. You should schedule this as quickly as possible after receiving confirmation of your recital reservation. Be sure you consult with all the members of your committee and choose a time that is convenient for all of them. Pre-recital juries can occur in any room, on any day; they can also be held remotely. Room reservations are scheduled through the Room Reservation Form. (Note: Voice Area pre-recital juries are scheduled by the Voice Area Coordinator; singers should speak with their Applied teachers about when their jury will occur.)

7. Schedule Your Dress Rehearsal - Live Event only

Most students and applied instructors like to have a dress rehearsal during the week preceding the recital. After your recital is confirmed (instructor approved by email and you pay the \$50 fee), you may book a dress rehearsal time of 1 or 2 hours, depending on hall availability. Dress rehearsals cannot be booked until after the recital application period ends (Fall: Oct. 15; Spring: Feb. 20). After those dates, any unused recital times on nights and weekends will be available for dress rehearsals. Note that rehearsal times are extremely limited and so should be scheduled as early as possible through the Room Reservation form.

8. Perform Your Recital

Once you have completed the steps above, you're ready to perform your recital. Make sure you have submitted your streaming links and/or your pre-recorded videos to the Recital Coordinator and that you have communicated with your instructor and committee members about they can view your recital.

If you are performing your recital live in a Moores School of Music/University of Houston venue, please make sure that you are in compliance with the following COVID-19 protocols and guidelines:

- o <https://uh.edu/covid-19/>
- o <https://uh.edu/covid-19/return-to-campus/return-to-campus-requirements/#daily-health-assessment>

Please contact your instructor and the Recital Coordinator if you are not in compliance the week before your recital for alternative plans that do not require you to come to campus.

9. Submit Your Audio Recording to the Music Library Archive

The Moores School of Music archives student recitals through the Music Library. While we are in a digital recital season already, please submit your recital audio-only recording in one of the following formats for our archive:

Please note the following instructions when you're preparing to perform and record your recital: We are excited to archive your performance for posterity; this is a requirement of your recital completion.

- o Following your recital, please upload a PDF of your program and the audio file of your recital in one of these formats: mp3, AIFF, WAV, MPEG Audio, RealAudio.
- o Please upload your files using the following naming convention for both recordings and program pdfs: lastname\_peoplesoft number\_YYYYMMDD.
- o If the file is over 2GB, compress it (Locate the file or folder that you want to zip. Press and hold (or right-click) the file or folder, select (or point to) "Send to", and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location.)

- Use WeTransfer.com (it's free and no need to sign up; just + your program PDF and audio File with your name in the message and email to msmstudentprograms@uh.edu and to your studio professor).
- Please complete these tasks, [read this document](#) and [fill out this form](#) as soon as possible after your recital, and no later than the first day of exams in Fall 2020.

### Other Recital Aspects

#### Historical Keyboard Instruments

The Moores School of Music has four historical keyboard instruments:

- 1) Saxon two-manual Harpsichord by Willard Martin with keyboard shift capable of performances at A-390, A-415, and A-440 pitches.
- 2) French two-manual Harpsichord by John Phillips with keyboard shift capable of performances at A-415 and A-440
- 3) Copy of Walther fortepiano ca. 1795 by Chris Maene, pitch at A-430
- 4) Bösendorfer fortepiano ca. 1840, pitch at A-430

Of these four instruments, the Martin Harpsichord is normally available for student recitals. The other three instruments may be available on a case-by-case basis after consultation with Dr. Dirst and the piano technicians.

Usage of the Martin Harpsichord is subject to the following requirements: you must make a request to the piano technicians at least three (3) weeks prior the recital date by email. Email [uhpiano@uh.edu](mailto:uhpiano@uh.edu) with the dates of the event and the dress rehearsal. Include proposed usage citing the works to be performed, the solo instrument, and any preferences for pitch and temperament.

You will be expected to supply two able-bodied movers to assist in the transportation of the harpsichord to and from each event, immediately before and after the event. These movers should be available during the performance as well to move the instrument to the side of the stage after the piece(s) are performed. The harpsichord will have been tuned just prior to the move, and the pieces using it should be programmed first on the program before the instrument has time to go out of tune. The harpsichord must be returned right after the recital—under no circumstances can it be left in the recital space overnight.

Once the movers have been chosen, you must give the piano technicians their names, as well as that of your applied instructor. The piano techs will prepare the instrument, tune it, supply moving equipment, and supervise the moves. In the event that schedule conflicts arise and the piano techs cannot be there for the dress rehearsal and/or the performance, the applied instructor may supervise the moves, provided the movers have been trained ahead of time in proper moving techniques.

These procedures have been in use for several years already. Planning ahead and good communication make for a successful recital event!

#### Flyers

Students are allowed to promote their recitals around the building by posting flyers. Students may also post their virtual flyers as a PDF or photo file on the MSM Virtual Front Desk Team.

- Students should consider posting flyers only after successful completion of the pre-recital jury.
- On-campus flyers must be approved and stamped by the front office, just like any other posting in the building. Post flyers only to the bulletin boards and only using pushpins. Do not use tape or staples.
- Flyers are never allowed on windows, doors, walls, lockers, in bathroom stalls, in stairwells, or any painted area of the building.
- Flyers should include the names of all collaborative artists performing on the recital.
- The MSM has many young people visiting our building; please keep the subject matter of flyers appropriate for all ages.

Any flyers found in disapproved areas will be removed and discarded without any notice to the student. Please promptly remove your flyers within three days of the completion of your recital.

### Equipment

Students are responsible for the moving of any equipment to and from the recital hall. Any stands/chairs/equipment moved for the recital must be returned to its proper place immediately following the recital. The student monitors provided by the front office are not available to transport equipment as they have other duties during recitals.

The School of Art has invested in a projector as well as an AV system for the podium in Dudley Recital Hall that has simplified the audio and projection capabilities. The podium is currently equipped with HDMI, mini display port, and 3.5mm audio cords. If you require adapters or equipment other than those attached to the podium it is your responsibility to provide those items for your presentation. Please do not remove any of the wires or cords on or inside the podium. Any request for audio-visual equipment must be initiated by a faculty member through Information Technology at least a week in advance.

### Receptions

Receptions are not permitted during the 2020-2021 academic year due to COVID-19.

### Clean-up

Remember that YOU are responsible for returning the hall to its original arrangement upon the conclusion of your recital.

Additional cleaning protocols are in place due to COVID-19. Please refer to the Health and Safety Guidebook for further instructions.

### Off-Site Recitals

**NOTE: Students do not need additional approval to have an off-site recital for the Fall 2020 semester. Please note your plans on your application form.**

### Applied Conducting Recitals

Students pursuing a graduate degree in conducting should be in communication with their committee chair and the Graduate Academic Advisor regarding the scheduling of their recital material, whether for a single recital, or for multiple performances.