

## HUNTER COLLEGE DEPARTMENT OF MUSIC

### INFORMATION ON B.Mus. RECITALS

#### GENERAL DESCRIPTION

Undergraduate students concentrating in music performance are required by the Department of Music to present a full-length recital as the culminating requirement for the B.Mus. degree. The recital, often termed the "B.Mus. recital" or "graduation recital", is normally given during the last semester of the student's stay at Hunter. The student must be enrolled in MU-P 431 during the semester of the graduation recital and the recital substitutes for the jury exam in that semester. The recital should demonstrate the interpretative and technical abilities of the student. A variety of styles is required. Singers should exhibit competence in different languages.

Please note: A summary of Procedures for Graduation Recitals, a Solo Recital Permission Form, Event Cancellation or Postponement Form, a summary of Recital Recording Procedures and a Recording Request Form are attached to this document.

#### SCHEDULING THE HALL

B.Mus. recitals are normally given in the Lang Recital Hall. The booking of a hall is normally carried out a full semester in advance of the recital, to insure that an appropriate date is secured and that the event is listed on the department's Calendar of Events. The latest date that the hall may be booked and the recital scheduled is the week prior to the start of the semester during which the recital will take place.

A specific date for the recital is chosen by the recitalist in consultation with the applied teacher and the Undergraduate Adviser and reserved in person with the Performing Arts Coordinator. If the desired date is available, it will be booked by the Performing Arts Coordinator who will also place the recital on the Department's calendar. After the recital date has been secured, the recital Permission Form must be returned to the Director of Performance Studies.

#### POSTER AND PROGRAM

A poster for the recital is produced in consultation with the Department Concert Coordinator. It is the responsibility of the recitalist to see that the flyer is produced, posted, and distributed to fellow students, friends, and family. The program is also produced in conjunction with the Concert Coordinator.

The program should include, in the inside text, as an independent paragraph, the statement: "This recital is given in partial fulfillment of the requirements for the B.Mus. degree, Hunter College Department of Music." Biographies and/or pictures of the performers are not permitted on the poster or program. Program notes and translations are the responsibility of the recitalist, but must be approved by the Director of Performance Studies following the deadlines established by the Concert Coordinator.

#### CHOOSING OF PROGRAM SELECTIONS

The recital should be no longer than an hour in length - approximately forty-five minutes of music with a short intermission. It should include pieces in various styles, from a number of historical eras. Vocal programs should include selections in a number of languages, including English, **but should avoid musical theatre selections.** Instrumentalists may wish to include an ensemble chamber work for the sake of variety and to demonstrate their skill in ensemble playing.

Specific works for the program are chosen in consultation with the recitalist's teacher. The program must be submitted to the Director of Performance Studies for approval, at least four weeks in advance of the recital.

#### JURY PANEL

The jury panel is arranged by the Director of Performance Studies. It consists of two or three jurors from the faculty of the Music Department. The recital will be given a grade of "pass" or "fail", and each juror will submit a written report that becomes part of the recitalist's official Department file. The jurors will also submit a recommended letter grade that will be used in lieu of a jury grade for the semester.

The recitalist is urged to meet with the Director of Performance Studies after the recital to discuss the written comments of the jurors.

It is assumed that the student's teacher will attend the recital.

#### RECORDING

Arrangements may be made to have the recital recorded by the Department's Technician. Request forms and procedures are attached. Requests made less than two weeks before the date of the recital will not be accepted.

#### PIANO TUNING AND REHEARSALS

Arrangements for piano tuning and rehearsals should be made directly with the Performing Arts Coordinator by the recitalist.

#### RECEPTION

Post-recital receptions may be scheduled, subject to space availability. Arrangements should be made with the Performing Arts Coordinator. The recitalist is responsible for setup and cleanup of the reception area.

#### FURTHER INFORMATION

Any questions about the B.Mus. recital should be directed to the Director of Performance Studies.

## Procedures for Graduation Recitals

- 1) You must receive permission from your applied teacher *and* the Undergraduate or Graduate Adviser to give a graduation recital and before you may reserve a recital date. (It is required that you be registered for private instruction in the semester of the graduation recital.)
- 2) Reserve a recital date in person with Denise Mazzaferro, Associate Director of Performing Arts, Room HE 1605 a full semester in advance, but absolutely no later than the week prior to the start of the semester during which the recital will take place. You must have the completed Permission Form with you in order to reserve a date. After the recital date has been secured, return the Permission Form to the Director of Performance Studies, Prof. Paul F. Mueller, Room 416 HN.
- 3) Your tentative program must be submitted to the Director of Performance Studies for approval, at least four weeks in advance of the recital. If approved, submit the typed program and program notes/translations to the Concert Coordinator, ca. 3 weeks before your recital. All recital programs must be produced by the Concert Coordinator. Handwritten programs will not be accepted. All programs, program notes and translations must be submitted electronically via email to the Concert Coordinator.

Program information must include:

Your name as it will appear on your diploma

Your instrument

Your applied lessons instructor

Date of recital

Time of recital

Pieces to be performed including, Op., No., K., BWV., S., D., etc., and movements (if applicable)

Full names of composers

Birth and death dates of composers

An intermission (if applicable)

Names and instruments of assisting performers, including accompanist

Be sure that all proper linguistic signs are included (é, è, ü, â, etc.)

All program notes, translations, or other supplementary materials are the responsibility of the students involved but must be proof-read by the Concert Coordinator's office.

- 4) Your program will be reproduced exactly the way it is presented to the Concert Coordinator, so be sure to read and follow the procedures provided. All programs will be printed and be final 5 days before the scheduled recital. Stage managers will bring recital programs to the performance.
- 5) A rehearsal may be scheduled in the Lang Recital Hall prior to the recital. This rehearsal cannot be scheduled during normal recital times listed below, unless approved by the Performing Arts Coordinator. Please contact the Performing Arts Coordinator to schedule a rehearsal.

### **THE FOLLOWING POLICIES SHOULD BE KEPT IN MIND:**

All recitals are to be scheduled in the Lang Recital Hall.

All receptions must be approved by the Performing Arts Coordinator.

All receptions, if approved, must be held in the hallway outside of the Lang Recital Hall.

All non-piano recitals and rehearsals in the Lang Recital Hall must utilize the Steinway "C" piano.

Recitals must be scheduled at the following times:

Monday or Thursday at 5:00 or 7:00 p.m.

No weekend recitals are permitted.

To have your recital recorded, see the attached recording form.

You must provide your own page turner. Stage Managers do not turn pages.

### **ASSOCIATE DIRECTOR OF PERFORMING ARTS:**

Denise Mazzaferro, Room HE 1605, 212-772-4227, [denise.mazzaferro@hunter.cuny.edu](mailto:denise.mazzaferro@hunter.cuny.edu)

### **CONCERT COORDINATOR:**

Anthony Sbordoni, Room HN 420, 212-650-3287, [asbordoni@aol.com](mailto:asbordoni@aol.com)

### **DIRECTOR OF PERFORMANCE STUDIES:**

Prof. Geoffrey Burlison, Room HN 416, 212-772-5020, [geoffrey.burlison@hunter.cuny.edu](mailto:geoffrey.burlison@hunter.cuny.edu)

**\*Please read the Procedures for Student Recitals.\***  
**SOLO RECITAL PERMISSION FORM**

Name:

Phone:

Email:

Instrument/Voice type:

Please circle one: B.Mus Graduation Recital / M.A. Graduation Recital

Applied Teacher:

Recital Date:

Recital Time:

By signing this form, I agree that I have read and understand the Procedures for Student Recitals.

Student

Signature:

Date:

Applied Teacher's Signature:

Adviser's Signature:

Please remember to check that your accompanist is available for the recital time and date you have selected.

Please return this form to Prof. Geoffrey Burleson, Director of Performance Studies, Room HN 416, after you reserve your recital date in Room HE 1605 with the Performing Arts Coordinator.

**For Office Use:**

**Applied Instructor** \_\_\_\_\_ **Adviser** \_\_\_\_\_ **Director of Performance Studies** \_\_\_\_\_ **Date** \_\_\_\_\_

**Concert Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_ **Jury Panel** \_\_\_\_\_ **Date** \_\_\_\_\_ **Int** \_\_\_\_\_

**HUNTER COLLEGE**  
OF THE CITY UNIVERSITY OF NEW YORK  
**PERFORMING ARTS**

EVENT CANCELLATION OR POSTPONEMENT

Event \_\_\_\_\_

Scheduled Date & Time \_\_\_\_\_

Event Location \_\_\_\_\_

CANCELLED

POSTPONED

If Postponed:

New Date & Time \_\_\_\_\_

IN ORDER TO OFFICIALLY CANCEL OR POSTPONE YOUR EVENT YOU WILL NEED TO CONTACT THE FOLLOWING INDIVIDUALS AND OBTAIN THEIR APPROVAL. IF YOU FAIL TO DO SO, YOUR DATE WILL NOT BE CANCELLED OR CHANGED. ***WHEN YOU HAVE OBTAINED THE FOLLOWING SIGNATURES PLEASE RETURN THIS FORM TO THE PERFORMING ARTS OFFICE, ROOM 1605E.***

\_\_\_\_\_  
Applied Teacher's Signature (if cancelling or postponing a graduation recital)

\_\_\_\_\_  
Geoffrey Burlson, Director of Performance Studies

\_\_\_\_\_  
Anthony Sbordon, Concert Coordinator

\_\_\_\_\_  
Denise Mazzaferro, Associate Director of Performing Arts (HE 1605)

\_\_\_\_\_  
Student Signature

Cc. Geoffrey Burlson; Anthony Sbordon

# Hunter College Department of Music

## Recital Recording Procedures/Receipt

The Department of Music CLT (College Laboratory Technician) provides students the opportunity to have their recitals recorded. The fee for this service is \$30; this includes an engineer to setup and record, a master CD, and a reference cassette. This does not include editing.

Recital recording requests should be made at the time you reserve your recital date; requests made less than two weeks before the date will not be accepted. After you have reserved your recital date, you should take this form and the Recording Request Form with a check made out to the Department of Music to Annie Schiller in the Music Department Office—HN 416. You will be provided a copy of this form after you have deposited your check. The receipt should be given to the recording engineer at the recital; no master CD's or reference cassettes will be released without a receipt.

If you have not received a confirmation call at least one week prior to the recital date, please call the CLT at 212-772-5025.

This CD is your master; the Department of Music does not retain a copy. Do not store your reference cassette near magnetic fields such as speakers.

This \$30 check is for payment of a Department of Music recital recording fee.

Student's Name:

**For Office Use:**

Dept. Adm. Asst. \_\_\_\_\_ Date \_\_\_\_\_ Director of Performance Studies \_\_\_\_\_ Date \_\_\_\_\_

CLT \_\_\_\_\_ Date \_\_\_\_\_

# Hunter College Department of Music Recording Request Form

Complete this form and return it to Annie Schiller, Music Department Administrative Assistant, with a check for \$30 made out to the Department of Music.

Name:

Phone

Event:

Room:

Date, time:

Instrumentation:

Approximate length of program:

**For Office Use:**

Dept. Adm. Asst. \_\_\_\_ Date \_\_\_\_ Director of Performance Studies \_\_\_\_ Date \_\_\_\_

CLT \_\_\_\_ Date \_\_\_\_