



STUDENT RECITAL APPLICATION

ACADEMIC YEAR 2017-2018

Scheduling Office
 Manhattan School of Music
 120 Claremont Avenue
 New York, NY 10027
 scheduling@lists.msmnyc.edu
 (917) 493-4479

Student Information:

Name:	Student ID #:
Cell Phone:	MSM Email Address:
Instrument:	Degree Program: BM MM PS AD DMA
Major Teacher:	Dept. Chairperson:

All Students: Is your recital required? (Non- required recitals must be before February 1st) Yes No

BM Voice Majors: Is this your required Junior Voice Recital? Yes No

DMA Candidates: Which recital requirement will this fulfill? _____

How many people do you expect to attend? _____

What is the maximum number of performers you expect to have on stage at one time? _____

Please see the below table for information regarding each performance space's stage size, audience capacity, and other resources offered. Please use this information when planning your repertoire.

We reserve the right to deny repertoire selections if it is apparent that an ensemble will not fit in the hall you are scheduled for. If you have any further questions, please refer to the "Student Recital Frequently Asked Questions" pages below or stop by the Scheduling Office in room 407.

Please select at least 3 venues in order of your preference with "1" as most preferred:

Your preference	Performance Space	Stage information	Audience capacity	Other information
	Greenfield Hall	Two 9' Steinway D pianos Fits: 12 people + piano, or 8 people + 2 pianos	Maximum 260 people	Stereo audio recording only
	Miller Hall (MM, AD, DMA, and PS only)	One 9' Steinway D piano Fits: 6 people + piano	Maximum 140 people	HD Video Recording, Multi-Mic Recording Package Available
	Mikowsky Hall	One 9' Steinway piano One 7' Steinway piano Fits: 6 people + piano, or 1 person + 2 pianos	Maximum 49 people	HD Video Recording Package Available
	Carla Bossi-Comelli Studio	One Steinway piano One Baldwin piano Fits: 8 people + piano, or 4 people + 2 pianos	Maximum 75 - 120 people (Depending on stage setup)	Multi-Mic Recording Package Available
	Pforzheimer Hall	One 7' Steinway B piano Fits: 4 people + piano	Maximum 53 people	Stereo audio recording only
	Myers Recording Studio	One 7' Steinway B piano Fits: 4 people + piano	Maximum 50 people	Multi-Mic Recording Package Available

RECITAL DATE - Please circle **5-10 possible dates** for your recital. You must circle a minimum of 5:
*Dates in **Italics** represent Holidays listed on the Frequently Asked Questions page below*

September 2017							October 2017							November 2017						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
							1	2	3	4	5	6	7				1	2	3	4
			6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2017							January 2018							February 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2												1	2	3
3	4	5	6	7	8	9		8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15		14	15	16	17	18	19	20	11	12	13	14	15	16	17
							21	22	23	24	25	26	27	18	19	20	21	22	23	
							28	29	30	31										

March 2018							April 2018							May 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
							1	2	3	4	5	6	7							5
							8	9	10	11	12	13	14	6	7	8	9	10		
							15	16	17	18	19	20	21							
18	19	20	21	22	23	24	22	23	24	25	26	27	28							
25	26	27	28	29	30	31	29													

Please check only one:

- Having my recital **on one of the circled dates** is more important than my choice of hall.
 Having my recital **in my preferred hall** is more important than having it on one of the circled dates.
 We may schedule your recital to start as late as 9:00 p.m. based on hall availability.
 If you are **not** interested in having your recital start after 8:00 pm, please check here: _____

PLEASE LIST ANY OTHER REQUESTS FOR YOUR RECITAL (PREFERRED DATES, TIME, ETC.) BELOW:

I, the student, certify that the information submitted above is correct. Furthermore, I have read the Recital Procedures FAQ document and I understand that I am responsible for any and all fees or cancelations incurred as a result of my failure to adhere to the outlined procedure.

*This form is due
June 30, 2017*

OFFICE USE ONLY

Student's Signature/Date _____

Student Recital Frequently Asked Questions (FAQs)

1. Holidays to remember
2. How do I schedule and confirm my recital date?
3. In what order are recitals scheduled?
4. Can I schedule a recital that is not part of my graduation requirement?
5. May I give my recital off campus?
6. What is a Recital Confirmation Packet?
7. How are my programs created and distributed?
8. How do I confirm my recital one month before the performance if it is scheduled for September or October?
9. How do I schedule a recital dress rehearsal?
10. How can I arrange for a reception after my recital?
11. How long can my recital be?
12. When does the house open and how late can my recital start time be? When will I have access to the hall?
13. How do I know my recital repertoire meets my degree requirements?
14. Can I share my recital with another student?
15. What is the maximum number of performers I can have on stage at one time?
16. What's the difference between a Student Recital and a Student Project?
17. What if I want to prepare the piano? What is prepared piano?
18. What if I need a harpsichord or celeste?
19. What if I need jazz equipment?
20. Does MSM provide Audio/Visual or electronic equipment for my recital?
21. How can I have my recital recorded?
22. Can my recital be video recorded? Can I live stream my recital?
23. What if I cannot give my recital on the date I'm assigned?
24. What are the consequences of not meeting the appropriate deadlines?
25. What if I do not fulfill my recital requirement by the required date?

1.) Holidays to remember

9/6	First day of Fall Semester classes
9/20 - 9/22	Rosh Hashanah
9/29 - 9/30	Yom Kippur
11/22 - 11/26	Thanksgiving Recess
12/15	Last day of Fall Semester
12/12 - 1/20	Hanukkah
1/8	First day of Spring Semester classes
2/24 - 3/11	Spring Break
3/30 - 4/7	Passover
4/1	Easter Sunday
4/30 - 5/4	Jury Week (no recitals)
5/7 - 5/10	Finals Week
5/11	Graduation

2.) How do I schedule and confirm my recital date?

Step 1, APPLY: Students should fill out, sign and submit a Student Recital Application (above), which will be made available around **May 1st**. In order to ensure the best chance of fulfilling your preferences, applications should be submitted by **June 30th**. While we make every effort to accommodate requests, we cannot guarantee that all date and hall preferences will be met. Please consult with your private teacher, family, and friends to avoid any conflicts with your requested recital date.

Step 2, HOLD: The date we have on HOLD for your recital will be distributed by **September 1st**. The Scheduling Office will notify you **via your MSM email address** of the date, time and venue being held for your recital.

Step 3, CONFIRM: After you receive the email with the date time and venue we are holding for you, you will need to submit a Recital Confirmation Packet and Online Repertoire Form no later than **1 month before your recital date**.

Your recital will not be confirmed and will not take place until we have received a completed Recital Confirmation Packet and Online Program Repertoire Form.

3.) In what order are recitals scheduled?

Applications submitted by June 30th, are processed in the following order:

1. Artist Diploma
2. DMA
3. Professional Studies
4. Master of Music
5. Bachelor of Music
6. BM Junior Voice
7. Non-Required

Applications received after June 30, 2017 are processed on a first come, first served basis.

4.) Can I schedule a recital that is not part of my graduation requirement?

Yes. You are allowed to book **one non-required recital per school year**. Non-Required recitals must be performed on or before **February 1st**.

5.) May I give my recital off campus?

Yes. Any required recital given in a venue outside of Manhattan School of Music must have prior written approval from your Major Teacher and Department Chairperson. **A copy of the printed program of the recital** must also be signed by your Major Teacher and provided to your Chairperson and the Registrar's Office within three (3) business days of your recital.

Any costs incurred in giving a recital at an outside venue, whether required or non-required, are the responsibility of the student. MSM will not staff or support off-site recitals in any way. To request an off-site recital, the student must complete a **General Petition**, available from the Provost's Office in room 402. This requires faculty signatures and administrative approval, as indicated on the form. This will serve as proof of completion of the recital requirement.

MSM is not responsible for staffing, programs, or audio/video recording for off campus recitals.

6.) What is a Recital Confirmation Packet?

This is a packet of materials that includes everything you need to fill out to confirm your required or non-required recital. Your recital date is not confirmed until you have submitted a completed Recital Confirmation Packet. **A Recital Confirmation Packet is not considered completed if it is missing your Teacher or Department Chairperson's signature.**

Your Recital Confirmation Packet consists of:

1. The PDF document titled **Recital Confirmation Packet** which can be found on the Scheduling page of the student website.
2. **Online Program Repertoire Form**
 - This is NOT a physical form, it is only available on the student portal: my.msmnyc.edu
 - Your program requires a signature or email approval from your Teacher and Department Chairperson

7.) How are my programs created and distributed?

All student recital programs must be created by MSM. Because of this, all students are required to complete the **Online Program Repertoire Form** as part of the Recital Confirmation Packet. Once you complete the Online Program Repertoire Form and click "*submit*", an email will be sent to you, your Private Lesson Teacher, your Department Chairperson, the Recital Programs Office, and the Scheduling Office. The Recital Programs Office will then edit and format the information you provide to create your programs. Once you click "*submit*" on the Online Program Repertoire Form, the Scheduling Office is no longer able to help with your program and any edits to your program must be emailed to recitalprograms@msmnyc.edu. Once your program is printed, it will be delivered to your performance venue by the House Staff Department.

You do not need to create, deliver or otherwise provide your own programs for any required recital at MSM.

8.) How do I confirm my recital one month before the performance if it is scheduled for September or October?

If your recital is scheduled within the first two months of the academic year, you will be notified at least six weeks prior to your scheduled date. You **still** need to confirm the recital one month before your date. Packets will be available on the Scheduling page of the student website. You may scan and email or mail a hard copy of the completed forms to the Scheduling Office. Contact information is listed on the first page of this document.

9.) How do I schedule my recital dress rehearsal?

Requests for Recital Dress Rehearsals should be made when you submit your Online Program Form and Recital Confirmation Packet to the Scheduling Office. Because of the large number of recitals scheduled, dress rehearsal times are limited and **NOT** guaranteed for every student with a recital. Dress Rehearsals must be scheduled in person at the Scheduling Office. Email requests to schedule a dress rehearsal will not be accepted.

10.) How can I arrange for a reception after my recital?

Space for post-recital receptions must be reserved at the Scheduling Office after confirming your recital. A section of the cafeteria will be assigned on a first come, first served basis. Students who have their recital scheduled in Greenfield may reserve the Grand Foyer/Blue Room outside the hall **ONLY** if there is not another event scheduled in Greenfield after your recital. Receptions are 1 hour in length. Alcohol is not allowed on campus.

11.) How long can my recital be?

All recitals must be completed within the allotted time span and must begin no later than 5 minutes past the scheduled start time. The below time limit includes all pieces, stage set-ups, tunings, applause, intermissions, encores, etc.

BM Junior Voice Recitals: 30 Minutes
All other recitals: 90 Minutes

You do not need to use all the time you are offered, but you must not go over the time you are offered.

12.) When does the house open and how late can my recital start time be? When will I have access to the Hall?

You will have access to the hall at least 30 minutes before your scheduled start time. In some cases we may be able to offer an early access time. The house will open to the audience 10 minutes prior to the scheduled start time of the recital unless otherwise requested. The house **MUST** open no later than 5 minutes before the scheduled start time. Your recital must start no more than 5 minutes past the scheduled start time. If your recital starts late, you are still required to end on time so please plan and prepare accordingly.

Failure to adhere to the time limits dictated above in sections 11 and 12 will result in school sanctions.

13.) How do I know my recital repertoire meets my degree requirements?

You can find the recital requirements for each degree program in your departmental handbook, or by asking your Department Chairperson. Your recital will not be confirmed unless your repertoire has been approved to meet your degree requirements by your Department Chairperson and Private Teacher (see #5 above for more information on the Recital Confirmation Packet). If you have any questions about your degree requirements, please ask your Department Chairperson.

14.) Can I share my recital with another student?

If your recital is required, please consult your degree requirement guidelines to ensure that your repertoire on a shared recital will fulfill your graduation requirement. If you have any questions, please ask your Department Chairperson. If your recital is not required, please indicate on your Student Recital Application and Online Program Repertoire Form that your recital is a shared recital and list all performers and their instruments who will be sharing the recital.

For both required and non-required shared recitals, we will need a completed confirmation packet from **each of the students** performing on the scheduled recital.

15.) What is the maximum number of performers I can have on stage at one time?

The maximum number of performers permitted on stage at one time varies by hall. Please consider these limitations when planning your repertoire:

- **Greenfield Hall:** 12 people + piano, or 8 people + 2 pianos
- **Miller Recital Hall:** 6 people + piano
- **Mikowsky Hall:** 6 people + piano, or 1 person + 2 pianos
- **Bossi-Comelli Studio:** 8 people + piano, or 4 people + 2 pianos
- **Pforzheimer Hall:** 4 people + piano
- **Myers Recording Studio:** 4 people + piano

If you have concerns that you will exceed any of these limits, you may need to apply for a Student Project. Please stop by the Scheduling Office and talk to us.

16.) What's the difference between a Student Recital and a Student Project?

If you are planning to produce a performance with works for **more than 12 performers**, and/or a performance with **elaborate A/V elements or technology**, you are encouraged to apply for a Student Project. Chosen projects are allowed access to a wider array of MSM's resources, similar to many major performances you will see in the school's various halls. Several dates are offered throughout the year in Greenfield Hall, Miller Hall, Ades Performance Space and Neidorff-Karpati Hall. If you are unsure whether the performance you are planning qualifies as a Student Project or Student Recital, please stop by the Scheduling Office and ask us.

Applications for Student Projects can be picked up from and turned in to the office of the Associate Dean for Orchestra and Performance Operations. Applications are due May 2, 2017.

17.) What if I want to prepare the piano? What is prepared piano?

MSM defines piano preparation as any use of a piano which extends beyond pressing the keys with your fingers and the pedals with your feet. All requests for prepared piano must be sent to the Manager of Piano Technical Services at PIANOTECH@LISTS.MSMNYC.EDU. For student recitals, **piano preparation is permitted on the Baldwin in Bossi-Comelli Studio only**. Preparation of any Steinway at MSM is prohibited.

18.) What if I need a harpsichord or celeste?

Students who plan to use a harpsichord or celeste in their recitals should come to the Scheduling Office for information on how to make arrangements to use these instruments.

19.) What if I need jazz equipment?

All students must provide their own drums, amps, mics and monitors for their recitals. If your ensemble is too large to accommodate all your equipment needs, you are encouraged to apply for a Student Project (see #16 above for more information about Student Projects).

20.) Does MSM provide audio, visual, or electronic equipment for my recital?

Students are allowed access to the stereo playback equipment that is built in to the hall. Please note that equipment availability varies by performance hall. House Staff can provide access to this equipment, but cannot assist in operating the equipment. Performers should make those arrangements independently.

Students are permitted to incorporate their own laptops, MP3 players and other electronic equipment for use in their recital; however, **MSM does not provide this equipment**. Students must coordinate with the Scheduling Department to ensure they have enough time to set up and break down their equipment before and after their recital.

Student recitals receive basic technical support from the Production Department. If your technical support needs exceed the level of support provided, please be aware that the responsibility for acquiring and operating any additional equipment may fall to the student. For example: Production does not provide drum set equipment for jazz recitals.

21.) How can I have my recital recorded?

For All Required Recitals:

MSM's Recording Arts Department offers one free Stereo Audio Recording to all students giving a final, required graduation recital*. Students may elect to upgrade to a recording package that includes HD Video or Multi-Mic Recording for an additional fee.

To request a recording, fill out the Recital Recording Request Form and submit it directly to the Recording Arts Office in Room 312 no later than one month prior to the recital date. Failure to turn in the Recital Recording Request Form will result in the recital not being recorded.

* **PLEASE NOTE:** Majors that require more than one required recital (ex. Accompanying or DMA) must select one (1) recital over the course of the degree program that will count as the Stereo Audio Recording for No Fee. Additional recital recordings will be charged at the normal recital recording rates outlined on the Recital Recording Request Form.

For All Other Recitals (Non-Required, BM Junior Voice):

Students must submit the Recital Recording Request Form along with the applicable recording fee directly to the Recording Arts Office in Room 312 at least one month prior to the recital date.

Students are strongly urged to request a recital recording as soon as you receive your Recital Confirmation Packet as recording services for Non-Required recitals are available on a first come, first served basis. Requests received less than one month prior to the recital will incur a \$70 late fee.

MSM Audio Recording Policy:

All concerts, events and student recitals at MSM are audio-recorded by the Myers Recording Studio facility and its staff only. Personal audio recording is strictly prohibited. Violation of this policy will result in school sanctions.

22.) Can my recital be video recorded?

Yes, HD Video Recording is offered by the Recording Arts Department in both Miller Recital Hall and Mikowsky Recital Hall. Students may also elect to personally video record their recital in any venue using a single camera on a tripod or a smartphone/tablet.

Personal video recording of student recitals must be done in accordance with the Equipment & Venue Policies and Personal Use Terms of Agreement outlined in the Student Recital Confirmation Packet. Please note that all recording equipment must be contained to one tripod or hand-held device and audio recording equipment such as microphones on stands, mixers or laptop computers is strictly prohibited. Additionally, real-time streaming or broadcast of any performance is strictly prohibited.

23.) What if I cannot give my recital on the date I'm assigned?

Please come to the Scheduling Office as soon as possible. We will do our best to reschedule your recital, but due to limited hall availability we cannot guarantee another date.

24.) What are the consequences of not meeting the appropriate deadlines?

If we have not received a completed Student Recital Application form by June 30th, you most likely will not get the date, time or location of your preference.

If we have not received a completed Recital Confirmation Packet at least 1 month before your recital date, your recital will be **subject to cancelation**.

If we have not received a completed Recital Confirmation Packet at least 2 weeks before your recital date, you **will be canceled**.

If you cancel your recital with less than 3 weeks' notice, **further sanctions will be applied** by Manhattan School of Music.

25.) What if I do not fulfill my recital requirements by the required date?

You will not graduate during your anticipated graduation semester.

PLEASE NOTE: All required recitals must be completed before graduation in order for a student to receive a degree in the Spring Semester. Recitals occurring on or after Graduation day require approval via a General Petition Form for an off-site recital at least one month before Graduation day. General Petition Forms are available from the Provost's Office. Please refer to #4 for off-site information.

Any student who does not complete their required graduation recital in the spring will only be allowed to graduate the following semester, and only if they have completed their required recital by the add-drop period of the following academic year.

A student with a legitimately documented medical or family emergency may be approved to postpone their performance requirement.

In all other cases, the student will be required to register for their performance requirement(s) and half-time lessons for the following semester. Their graduation date will be delayed.