

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

STUDENT RECITAL DEADLINES

The What, When and Where of Scheduling Your Recital

<i>What?</i>	<i>When?</i>	<i>Where?</i>	<i>Done?</i>
Submit Confirmation Packet, signed and completed	No later than 1 month before your recital	Scheduling Office	<input type="checkbox"/>
Submit Hall Set-Up Form	No later than 1 month before your recital	Scheduling Office	<input type="checkbox"/>
Submit Recital Repertoire Form	No later than 1 month before your recital	students.msmnyc.edu	<input type="checkbox"/>
Submit Recording Request Form	No later than 1 month before your recital	Recording Office	<input type="checkbox"/>
Schedule your dress rehearsal*	When you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Schedule a reception (<i>optional</i>)	When you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Programs will be Delivered for you by House Staff	On the Day of your Recital	At Your Recital Venue	<input type="checkbox"/>
Turn in program to the Registrar's Office (<i>required recitals only</i>)	After your recital	Registrar's Office	<input type="checkbox"/>

** Dress rehearsals are not guaranteed. Please turn in your Confirmation Packet as early as possible for a better chance at receiving a time that works for you.*

**Failure to meet the above deadlines may result in
 cancellation of your recital.
 Please submit your paperwork on time!**

RECITAL CONFIRMATION PACKET

NAME:		STUDENT ID:
PHONE:		
EMAIL ADDRESS:		@msmnyc.edu
INSTRUMENT/VOICE TYPE:	DEGREE:	
MAJOR TEACHER:		DEPARTMENT CHAIR:
RECITAL IS: <input type="checkbox"/> Required <input type="checkbox"/> Non-required		
DATE OF RECITAL:	LOCATION:	
START TIME OF RECITAL:	END TIME OF RECITAL:	

Printed Recital Program

All recital programs (required and non-required) must be printed by the MSM box office. Please refer to MSMNYC.EDU/recital-programs for more details.

You are responsible for planning your program to ensure that time limits are met. Please complete the Recital Repertoire Form found at <http://www.msmstudents.com/SchoolOffices/Scheduling.aspx>.

Recital Duration Limits

There are specific time limits for required recitals, based on degree:

Junior Voice Recital: **30 minutes**

All other degrees: (BM, MM, PS, AD, DMA): **90 minutes**

*All non-required recitals are **limited to 90 minutes**.

MSM Audio & Video Recording Policy

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department only. Personal audio recording is strictly prohibited. Violation of this policy will result in school sanctions. The Distance Learning and Recording Arts Department offers audio recording in all recital venues and HD video recording for student recitals that take place in Miller Recital Hall and Mikowsky Recital Hall. Students may also elect to personally video record a student 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** listed on Page 3.

I, the student, confirm my recital for the above date, time, and location. I have read the recital confirmation packet and understand the policies and procedures set forth by the Distance Learning and Recording Arts Department on page 3. I understand that my program must be produced by the MSM Box Office, as per the student recital program guidelines. I understand that failure to submit my paperwork no later than one month before my recital may result in the cancellation of my recital. I confirm that my Private Lesson teacher and Department Chairperson have approved my repertoire.

Student's Signature/Date

Private Lesson Teacher Signature/Date

Chairperson Signature/Date

Scheduling Office Signature/Date

MSM's Distance Learning and Recording Arts Department provides professional audio and video recording services for nearly 400 MSM student recitals each year. All students giving their final, **Required Graduation Recital*** receive a Standard Stereo Audio Recording for no fee. Students may also elect to add recording upgrades such as a multi-microphone setup, HD video recording, or live video streaming in Miller Recital Hall for additional fees.

Students must sign up for recording services in advance by submitting a **Recital Recording Request Form** to the Recording Arts Office in Room 312 no later than one month prior to the scheduled recital. The form is available for download on the MSM Student Website (www.msmstudents.com) or in the Recording Arts Office.

Listed below are the institutional policies regarding audio and video recording of MSM student recitals. By signing and submitting the **Recital Confirmation Packet**, students agree to comply with all policies stated herein:

MSM Audio Recording Policy

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department. **Personal audio recording is strictly prohibited.** Violation of this policy will result in school sanctions.

MSM Video Recording Policy

Students can use the services of MSM's Recording Arts Department to professionally video record recitals that occur in Miller Recital Hall and Mikowsky Recital Hall, or, elect to personally video record an MSM student 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 following policies:

Equipment & Venue Policies

1. Video recording and/or photographic equipment is limited to one camera and one tripod at maximum. All recording equipment must be contained to one tripod or hand-held device.
2. Personal use of audio recording equipment such as microphones on stands, mixers or laptop computers is strictly prohibited.
3. Real-time streaming or broadcast of any performance is strictly prohibited.
4. Flash photography is strictly prohibited.

Personal Use Terms of Agreement

1. Manhattan School of Music hereby grants the above-named applicant a limited, non-exclusive, non-transferable, non-assignable, royalty-free license to video record the student recital set forth in the Recital Confirmation Packet solely for the personal use of the applicant, to the extent MSM holds such right subject to grant.
2. The applicant agrees not to duplicate, sell or distribute said video recording for premium or commercial purposes now or at any future date, on any form now or later known or developed, collectively termed "Media" (i.e. photography, print media/advertisement, video media, DVD, Blu-ray, film, television, video game, cell phone, computer storage/memory, the World Wide Web, or otherwise on the Internet, Extranet or Intranet). The applicant further agrees that the video recording will not be used for any litigation purpose.
3. The personal use of recorded student recital video material is limited to the following:
 - a. The reproduction by the applicant for use as submission material when applying for educational grants and/or programs of study.
 - b. The posting of recorded material for promotional use only to personal websites and/or social media websites such as, but not limited to, YouTube, Vimeo, Facebook and/or Twitter, or other similar media to the extent later known or developed.
4. The applicant must confirm that he or she is authorized by the proper U.S. Copyright and/or performing rights organization (ASCAP, BMI, SESAC) to publicly distribute the recorded material.
5. The applicant agrees to secure performance release agreement(s) from all musicians performing in the recorded student recital prior to any form of public distribution.
6. The applicant releases Manhattan School of Music and its affiliated entities, and the employees and agents of each institution from any and all claims that the applicant has or that the applicant may have in the future that in any way arise from or have any connection with the recording, broadcast, taping, or other exhibition of the contents of the video recording including, without limitation, any claim for defamation or invasion of privacy.
7. Manhattan School of Music assumes no responsibility for infringement of property rights or copyright.

***PLEASE NOTE:** Majors that require more than one Required recital (ex. Accompanying or DMA) must select one recital during the degree program that will count as the Stereo Audio Recording for No Fee. Additional recital recordings will be charged at the normal rates.