

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 MUSPF 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 ensure 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. Requests for dates must be submitted via an online form, obtainable at this link: <https://ww3.hunter.cuny.edu/pa/view.php?id=1336>

If one of your desired dates 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 with your proposed ("tentative") program (see below).

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 in the program or as part of the program notes. 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

For B.Mus. recitals, the TOTAL TIMING of your repertoire selections must be at least 45 minutes, with a maximum of 55 minutes. The entire recital, with intermission, would thus last approximately one hour.

The program 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 and operetta selections. Additionally, all vocal selections must be performed in their original languages.** String, wind, brass and percussion programs may include an ensemble chamber work for the sake of variety and to demonstrate skill in ensemble playing.

Specific works for the program are chosen in consultation with the recitalist's teacher. The proposed program must be submitted to the Director of Performance Studies for approval at the time you first reserve a recital date. Programs submitted for approval must also include TIMINGS of all selections.

ACCOMPANISTS

The department is able to provide accompanists for some individual lessons. Staffing accompanists for voice lessons is prioritized; occasionally, we are also able to provide limited accompanists for some instrumental lessons. However, the cost of any rehearsals outside of lessons, as well as graduation recital accompanist fees, is the responsibility of the student. The Director of Performance Studies can provide a list of capable accompanists upon request.

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", as well as a letter grade, 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.

PLEASE NOTE THAT THE SERVING OF ALCOHOLIC BEVERAGES AT RECEPTIONS OUTSIDE OF LANG HALL IS EXPRESSLY FORBIDDEN, DUE TO STATE REGULATIONS.

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 advance by filling out and submitting a form available at this link:
<https://ww3.hunter.cuny.edu/pa/view.php?id=1336>
Ideally, your recital should be reserved a full semester in advance, but in any case, you must reserve it absolutely no later than the week prior to the start of the semester during which the recital will take place. After you reserve a date, you must fill out and submit a completed Recital Permission Form as soon as possible.. After the recital date has been secured, return the Permission Form to the Director of Performance Studies, via the Music office (Room 416 HN.)
- 3) Your final program must be submitted to the Director of Performance Studies at least four weeks in advance of the recital. (The proposed or “tentative” program is to be submitted to the Director of Performance Studies for approval at the time you first reserve a recital date.) 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.

Recitals must be scheduled at the following times:

Monday thru Thursday between 5:30 and 8:00 p.m. / Weekend recitals are NOT permitted.

To have your recital recorded (audio), please email Brad Stoller (bstoller@hunter.cuny.edu), the Music Department’s Senior College Lab Technician, with your request.

You may videorecord your recital, if you like, as long as you provide the camera and tripod, and arrange for an audience member to record it for you. Tripods cannot block exit aisles to the left or right of the seat rows.

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

CONCERT COORDINATOR:

Malaika Holder, Room 416HN, 212-772-5020, mrholder@hunter.cuny.edu

DIRECTOR OF PERFORMANCE STUDIES:

Prof. Geoffrey Burlison, Room HN 416, 212-772-5020, 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 1039E.***

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

Geoffrey Burleson, Director of Performance Studies

Malaika Holder, Concert Coordinator

Denise Mazzaferro, Associate Director of Performing Arts

Student Signature

Cc. Geoffrey Burleson; Malaika Holder

For Office Use:

Dept. Adm. Asst. _____ Date _____ Director of Performance Studies _____ Date _____

CLT _____ Date _____

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