

## STUDENT RECITAL GUIDE

### ACADEMIC YEAR 2021-2022

Please read the information in this packet thoroughly, as it explains the process for scheduling and completing a recital at MSM in the 2021-2022 academic year. There is an FAQ section starting on page 3.

#### To Request a Recital Date:

Visit the student portal at [my.msmnyc.edu](http://my.msmnyc.edu) and click on “Recital Date Request Form.”

*Applications must be completed online. No in-person applications will be accepted.*

### PERFORMANCE SPACES

MSM offers seven performance spaces for student recitals. Please read each of the descriptions below so that you are aware of size and other space capabilities. For more information about each space, visit [www.msmnyc.edu/campus/performance-venues/](http://www.msmnyc.edu/campus/performance-venues/).

Performance Space	Keyboard Information	Hall Capacities	Recording/ Streaming Capability
Greenfield Hall	Two 9' Steinway D pianos One Harpsichord	<b>Stage:</b> 12 people + piano OR 8 people + 2 pianos <b>Audience:</b> 260	<b>Video:</b> HD video recording & live streaming available <b>Audio:</b> Stereo recording available
Miller Hall	One 9' Steinway D piano <i>Piano cannot be removed from stage</i>	<b>Stage:</b> 6 people + piano <b>Audience:</b> 140	<b>Video:</b> HD video recording & live streaming available <b>Audio:</b> Stereo and Multi-Mic recording available
Mikowsky Hall	One 9' Steinway D piano One 7' Steinway B piano <i>9' model D piano cannot be removed from stage</i>	<b>Stage:</b> 6 people + piano OR 1 person + 2 pianos <b>Audience:</b> 74	<b>Video:</b> HD video recording & live streaming available <b>Audio:</b> Stereo recording available
Carla Bossi-Comelli Studio	One 7' Steinway B piano One 7' Yamaha piano	<b>Stage:</b> 8 people + piano OR 4 people + 2 pianos <b>Audience:</b> Varies based on set up	<b>Video:</b> not available <b>Audio:</b> Stereo and Multi-Mic recording available
Pforzheimer Hall	One 7' Steinway B piano One Harpsichord <i>Piano and harpsichord cannot be removed from stage</i>	<b>Stage:</b> 4 people + piano <b>Audience:</b> 53	<b>Video:</b> HD video recording & live streaming available <b>Audio:</b> Stereo recording available
Myers Recording Studio	One 7' Steinway B piano	<b>Stage:</b> 4 people + piano <b>Audience:</b> 50	<b>Video:</b> not available <b>Audio:</b> Stereo and Multi-Mic recording available
Ades Performance Space ( <b>CPP student priority</b> )	Two 9' Steinway D pianos	<b>Stage &amp; Audience:</b> varies based on set up	<b>Video:</b> not available <b>Audio:</b> Stereo recording available

**RECITAL DATE** – You must select a minimum of 5 different dates on your Recital Date Request Form. You are encouraged to use the calendar below to plan your selections before submitting the online form.

Blacked out dates are not available for recitals. Dates in **red** are available, but represent holidays or other important dates in the MSM academic calendar—please consult the list below before requesting these dates.

<b>September 2021</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>October 2021</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>November 2021</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
<b>December 2021</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>January 2022</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>February 2022</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
<b>March 2022</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>April 2022</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>May 2022</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						

**Dates to remember (in red above):**

Recitals are permitted on these dates, but please consider your personal/academic/family obligations before requesting these dates.

- |   |                                    |
|---|------------------------------------|
| 9/8: First day of Fall semester classes | 4/15: Passover begins at sundown   |
| 9/15: Yom Kippur begins at sundown      | 4/17: Easter Sunday                |
| 12/17: Last day of Fall Semester        | 5/2: Eid al-Fitr begins at sundown |
| 1/12: First day of Spring Semester      | 5/4-5/10: Finals Week              |
| 2/1: Lunar New Year                     |                                    |

# **Frequently Asked Questions (FAQ)**

## **1) HOW DO I SCHEDULE MY RECITAL DATE?**

Students should complete the Recital Date Request Form on the student portal. Applications submitted by August 1 will be processed in order of level of study (DMA, AD, PS, MM, BM). Applications submitted after August 1 will be processed on a first come/first serve basis.

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 dates.

The Office of Scheduling and Patron Services will notify you via your MSM email address of the date, time, and venue being held for your recital. When your recital date/time/venue is on **HOLD**, your recital time cannot be booked by another student, however, it will not be staffed, recorded, or have programs printed until the recital is **CONFIRMED**.

**If you submit your date request form by August 1, 2021, you will receive notification of the date being HELD for your recital by September 1.**

## **2) HOW DO I CONFIRM MY RECITAL?**

To CONFIRM your recital, you must complete the Recital Confirmation and Repertoire Form – a link to this form will be sent to you with the email containing your assigned recital date and time (see above). The Recital Confirmation and Repertoire Form is due no later than **30 days before your recital date**. Once you have submitted the form, your teacher and department chair will receive notification to approve your recital repertoire. Once they have approved your repertoire, you will receive a confirmation email that your recital has been confirmed. **If you do not receive a confirmation email, your recital is not confirmed.** Once your recital is confirmed, you may not cancel or reschedule your recital except in extraordinary circumstances.

## **3) HOW DO I SCHEDULE MY DRESS REHEARSAL?**

In the Confirmation and Repertoire form, there is a section for you to list three possible dates and times for your dress rehearsal. Once your form is received, a date and time will be assigned based on these date requests. It is important that your confirmation and repertoire form are submitted prior to the 30 day deadline, as some halls cannot be reserved less than 30 days in advance.

If your recital will be taking place in **Greenfield Hall, Miller Hall, Ades Performance Space, or Myers Hall**, requests for recital dress rehearsals must be made **at least 30 days** prior to the date of the recital. Due to staffing requirements, rehearsals in these halls cannot be scheduled after 30 days prior to the recital date. If your recital is in Greenfield, Miller, or Ades and you have missed the dress rehearsal deadline, you may still schedule a dress rehearsal in another available space.

If your recital will take place in Mikowsky Hall, Pforzheimer Hall, or Bossi-Comelli Studio, requests for recital dress rehearsals may be made at anytime. *Because of the large number of recitals scheduled, dress rehearsal times are limited and **NOT** guaranteed for every student with a recital.* You are encouraged to request a dress rehearsal date as soon as your recital is confirmed.

## **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 academic year. Non-Required recitals must be performed on or before **February 1, 2022**. Availability of non-required recital slots is very limited.

## 5) MAY I GIVE MY RECITAL OFF CAMPUS?

Yes. To request an off-site recital or move a recital hold off-site, you must complete a **General Petition**, available from the Registrar's Office. This requires faculty signatures and administrative approval, as indicated on the form. **A copy of the printed program and audio recording of the recital** must be provided to your department Chairperson, and a program signed by your Major Teacher must be provided to the Registrar's Office within three (3) business days of your recital to serve as proof of completion of the recital.

Any costs incurred in giving a recital at an off-campus venue, whether required or non-required, are the responsibility of the student.

## 6) HOW LONG CAN MY RECITAL BE?

**All recitals in all halls** must be completed within the allotted time span and must begin promptly at the appointed start time. The time limit includes all pieces, stage set ups, stage changes, tunings, bows, intermissions, encores, etc. Recitals that run over will incur overtime charges that must be paid by the student or may be stopped mid-recital if another recital is scheduled immediately following.

**BM Junior Voice Recitals: 30 Minutes per student; two students per recital**

**All other recitals: 90 Minutes\***

## 7) HOW ARE MY PROGRAMS CREATED AND DISTRIBUTED?

The Recital Confirmation and Repertoire Form contains all of your program information. Within two business days of submitting the form, a draft of your program will be automatically generated and sent to your MSM email address, as well as that of your teacher, department chair, and the Recital Program Coordinator. The Recital Program Coordinator will make minor edits to conform your program to MSM's program style guidelines.

- If you need to make minor changes to your repertoire after submitting your Confirmation and Repertoire Form (changing program order, removing a piece, etc.), please email [recitalprograms@msmny.edu](mailto:recitalprograms@msmny.edu).
- If you need to make major changes to your program after submitting (including **adding repertoire**, or completely changing major details about the program), please submit a new Recital Confirmation and Repertoire Form using the same link provided in your recital hold email.

Once your program is printed, it will be delivered to your performance venue by House Staff unless your recital is taking place off campus. Students with recitals off campus should email [recitalprograms@msmny.edu](mailto:recitalprograms@msmny.edu) to make arrangements to pick up their programs.

## 8) HOW CAN I ARRANGE FOR A RECEPTION AFTER MY RECITAL?

Once your recital is confirmed, you may reserve a portion of the cafeteria for your reception. If your recital is in Greenfield Hall, you may be able to reserve the Greenfield Foyer. To book a reception, please contact the office of Scheduling & Patron Services.

## 9) WHEN CAN I WARM-UP ON THE DAY OF MY RECITAL? WHEN DOES THE HOUSE OPEN AND HOW LATE CAN MY RECITAL START TIME BE?

You will have access to the hall 30 minutes before your scheduled start time. Jazz, percussion, and CPP recitalists will have access 60 minutes before your start time. If additional setup time is needed, please speak with the Scheduling Office. 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 more than 5 minutes before the scheduled start time. Your recital **MUST** start no more than 5 minutes later than the scheduled start time. If your recital starts late you are still required to end on time, so please plan and prepare accordingly.

## 10) MAY I USE EXTENDED PIANO TECHNIQUE OR PIANO PREPARATIONS?

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. Extended technique and piano preparation may only be performed on certain pianos at MSM. For student recitals, only on pianos in Bossi-Comelli Studio and the Ades Performance Space. All requests for prepared piano must be indicated on your Recital Confirmation & Repertoire Form and must be approved by the Director of Piano Technical Services. Approval of extended technique and piano preparation requests is not guaranteed. You are encouraged to submit your Recital Confirmation and Repertoire Form as early as possible in case your request needs to be discussed prior to being approved.

## 11) 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. Your recital will not be confirmed unless your repertoire has been approved by your Department Chairperson and Private Studio Instructor. If you have any questions about your degree requirements, please ask your teacher or Department Chairperson.

## 12) CAN I SHARE MY RECITAL WITH ANOTHER STUDENT?

**Please note that all Junior Voice recitals must be scheduled as joint recitals.** Both students should fill out the Recital Date Request Form on the student portal and list each other as recital partners. When confirming the recital, both students will individually fill out a Confirmation and Repertoire Form. Please note that as a Junior Voice recitalist you may not use your allotted free recording from the Orto Center.

**For all other (non-Junior Voice) joint recitals**, if one or both recitals are required, you may only hold a joint recital if you are a collaborative pianist sharing a recital with a vocalist or instrumentalist. Be aware that sharing a required recital must be approved by both students' major teachers and department chairs. The Office of Scheduling and Patron Services is not responsible for obtaining the required approvals so please speak with your teachers and department chairs before applying for a joint recital.

To apply for a joint recital that is not a Junior Voice recital, **both** students must complete the Recital Date Request Form, listing the other student as their recital partner, AND send an email to [scheduling@lists.msmnyc.edu](mailto:scheduling@lists.msmnyc.edu), copying their teacher, and their department chair requesting that the department chair and teacher approve the joint recital being scheduled.

To confirm a joint recital, all students must complete a Confirmation and Repertoire Form. Please indicate on **ALL** forms that your recital is a joint recital and list all performers and their instruments.

## 13) WHAT IF I NEED A HARPSICHORD?

A harpsichord may **only** be used in recitals taking place in **Greenfield Hall** or **Pforzheimer Hall** and only with approval. Students who plan to use a harpsichord should contact the office of Scheduling & Patron Services at [scheduling@lists.msmnyc.edu](mailto:scheduling@lists.msmnyc.edu) to make arrangements **no later than 30 days prior to your recital**.

Please note that the use of a harpsichord is not guaranteed as there are many other MSM events and rehearsals that use them so please plan ahead if you wish to use a harpsichord for your recital.

## 14) I'M A JAZZ STUDENT IN NEED OF A BACKLINE, WHAT SHOULD I DO?

MSM can provide a backline for your jazz recital consisting of a drum kit (drummer provides cymbals), guitar amp, and bass amp. Please contact the Office of Scheduling & Patron Services to coordinate key pickup. You will be responsible for set up/tear down, as well as returning to storage following your recital.

## 15) DOES MSM PROVIDE AUDIO/VISUAL OR ELECTRONIC EQUIPMENT FOR MY RECITAL?

Students are allowed access to the stereo playback equipment that is built into a hall. Please note that equipment availability varies by performance venue. 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 Office of Scheduling and Patron Services 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 it is your responsibility to acquire and operate any additional equipment.

## 16) HOW CAN I HAVE MY RECITAL RECORDED?

Students should indicate their recording requests on the Confirmation and Repertoire Form that is due at least 30 days before their recital.

All students giving their final required graduation recital\* can sign up to receive a stereo audio recording for no fee and may also elect to add recording upgrades such as a multi-microphone recording, HD video recording, and/or live video streaming. These upgrades may incur additional fees.

*\*PLEASE NOTE: Majors that require more than one Required recital (ex. Collaborative Piano or DMA) may select one (1) recital during the degree program that counts as the Stereo Audio Recording for no fee. Additional recital recordings over the course of the degree program will be charged at the normal rates.*

**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.*

## 17) CAN MY RECITAL BE VIDEO RECORDED?

Yes, HD Video Recording and Live Streaming is offered by the Recording Arts Department in Greenfield Hall, Miller Recital Hall, Pforzheimer Hall, and Mikowsky Recital Hall. Up to three concert and/or recital livestreams can happen simultaneously from MSM performance venues. Therefore, livestreaming services are available on a first come, first served basis and may not be possible given other events already scheduled and confirmed. Students should indicate their recording and livestreaming requests on the Confirmation and Repertoire Form that is due at least 30 days before their recital. Students may also elect to personally video record their own 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** and **Personal Use Terms of Agreement** outlined below. Please note that those policies prohibit live streaming or broadcast of any performance at MSM using a personal device. Live streaming may only be done using the services of the MSM Recording Arts Department.

### **Equipment and 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 personal live 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. Manhattan School of Music assumes no responsibility for infringement of property rights or copyright

## **18) WHAT ARE THE CONSEQUENCES OF NOT MEETING THE APPROPRIATE DEADLINES?**

If you have not completed your Recital Confirmation and Repertoire Form at least 30 Days before your recital date, certain recital resources may be revoked. These resources may include printed programs, recital recordings, and recital staffing. If the Confirmation and Repertoire Form is not submitted at least 30 days before your recital date, the date/time/venue hold may also be released to another student. Depending on date/time/venue availability, it *may* be possible to move your recital to a different hall or a classroom, however this is not guaranteed.

## **19) WHAT IF I CANNOT GIVE MY RECITAL ON THE DATE BEING HELD FOR ME? (BEFORE COMPLETEING THE CONFIRMATION AND REPERTOIRE FORM, MORE THAN 30 DAYS BEFORE THE RECITAL DATE)**

If you cannot give your recital on the date assigned, email [scheduling@lists.msmnyc.edu](mailto:scheduling@lists.msmnyc.edu) as soon as possible to cancel your recital date. Complete a new Recital Date Request Form on the student portal to request a new recital date.

If you are unable to complete your recital requirement due to a personal or medical emergency, please contact the Registrar's Office as soon as possible.

## **20) HOW DO I CANCEL A RECITAL THAT HAS ALREADY BEEN CONFIRMED?**

If you wish to move or cancel a confirmed recital, you must complete a General Petition Form which can be found in the Registrar's Office. This form must be signed by your teacher, department chair, Manager of Scheduling and Patron Services, and the Registrar. If the petition is approved by the Registrar your recital will be cancelled and you may request a new date through the Recital Date Request Form on the student portal.

Late recital cancellations (less than a week from the recital date) without a legitimate excuse (i.e confirmed illness, injury, family emergency, etc.) may result in fees being charged to covercosts borne by MSM for your cancelled recital (i.e. labor, piano tuning, etc.). These fees vary based on the hall your recital is scheduled in, and how far in advance you cancel your recital. Fines may reach up to \$250.00.

# CONFIRMATION AND REPERTOIRE FORM SUBMISSION WORKSHEET

Your recital technical information and repertoire must be submitted **no later than 30 days before your recital** through the online Confirmation and Repertoire Form. The link to this form will be sent to you with your recital date hold. Please use this worksheet to help you prepare to fill out this form, as you must complete your repertoire form in one sitting.

You will need the following information when filling out your Confirmation and Repertoire Form:

- Your Name \_\_\_\_\_
- Student ID Number (six digits)\_\_\_\_\_
- Instrument/Voice Type \_\_\_\_\_
- Teacher's Name \_\_\_\_\_
- Recital Date\_\_\_\_\_ Recital Time \_\_\_\_\_
- Recital Location \_\_\_\_\_
- Which keyboard instrument(s) will be used in your recital (please see list of instruments on page one of this guide) \_\_\_\_\_

- Does your recital include the use of live electronics? Yes No

*Live electronics include things like pedals, laptops, and other devices that receive live sounds, manipulate it, and output an altered version of that sound. **If yes, please provide as much detail as possible about your live electronics.** Include which piece(s) they are used on, and what the setup involves. Please note that you should plan to bring all necessary equipment (microphones, cables, sound processing hardware, and amplifier/speaker). Please indicate where the equipment will be placed on stage, and if it can remain in place for the whole recital, or if it needs to be set up and removed during the recital.*

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- Does your recital include the use of audio playback? Yes No

*Audio playback is the playing of a pre-existing tape, CD, or sound file that you play along with. **If yes, please provide as much detail as possible about your audio playback.** What piece(s) involve audio playback? What format is the sound file in (CD, MP3 file, WAV file, etc.)? Will you bring a computer to play back the sound file? Do YOU (the performer) activate the playback or do you need a stagehand to do it? Do you need the sound file played back over the PA system in the recital hall, or will you bring speakers or an amp for playback?*

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- Does your recital include the use of prepared piano or extended piano technique (i.e. plucking strings, other under-the-lid action)?  Yes  No

*If yes, please describe your piano preparations and/or extended techniques you will use in as much detail as possible. Which piece(s) are these techniques/preparations used on? What exactly is involved in each extended technique or preparation? Please note that the Piano Tech department MUST approve your request for piano preparation or extended technique before your recital will be confirmed.*

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- Does your recital involve the use of any amplification?  Yes  No

*Amplification is the use of microphones to make live sound louder through the use of a microphone and an amp. If yes, please describe the amplification you will use in as much detail as possible. What piece(s) utilize amplification? What instrument(s) will be amplified? What type of equipment will you bring for the amplification? Please note that you must provide all amps to be used on your recital. The Production and/or Jazz Departments are not able to provide amps for student recitals.*

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- How many copies of your printed program would you like printed? \_\_\_\_\_

- Will you have ONE accompanist who plays piano for your entire recital?  Yes  No

If yes, what is their name as you would like it to appear in the program?

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- Vocalists, who is your recital coach? \_\_\_\_\_

For each piece on your program, you must provide the following information:

- Composer Name
- Composer birth year
- Composer death year (if applicable)
- Title of piece
- Is the piece a selection from a larger work (i.e. an aria from an opera)? If so, what is the title of the larger work?
- Movement listing (if applicable)
- Piece duration
- Guest performers
- Music stand/chair/bass stool count

*The following page contains a chart to help you organize your program information before you complete the Recital Confirmation and Repertoire Form.*







